

The Library Collection Development and Management Policy

The Library's Collection Development and Management Policy reflects our role of supporting the research and teaching functions of the University. This is a general statement of collection development and management policy.

This policy applies to all physical collections within the JB Priestley Library and Management and Law Learning Resource Centre (the Management and Law Library), and all the electronic collections. It does not apply to either Special Collections, or to the Commonwealth Collection, both of which have separate collection development policies (see section 10).

Stock is allocated between the JB Priestley Library and the Management and Law Library to effectively support teaching, learning, and research across both campuses, including duplication of some material.

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.

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 can trigger a decision to purchase extra copies.
- 1.1.4 Copies of journal articles or book chapters not in stock may be obtained via copyright clearance and either made available through the Virtual Learning Environment (VLE), or put into print staff files.
- 1.1.5 Academic staff are responsible for ensuring the timely supply of reading lists to the Library, ideally three months in advance of demand, so that materials can be obtained and made ready for use.
- 1.1.6 Original physical versions of material copied under CLA licences for the VLE or print staff files must be retained whilst the copied material is still available for use.

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 exclusive use of individuals or offices.

1.3 Supplementary material

- 1.3.1 Supplementary material is purchased as background reading for student work and in developing research fields, at the discretion of the subject librarian.
- 1.3.2 The Library also acquires selected material to support higher education teaching practice.

1.4 Recurrent spending

- 1.4.1 It is the Library's policy to maintain a balance of spending between recurrent and non-recurrent expenditure.
- 1.4.2 Much of the Library's recurrent spending is on products subject to rates of inflation many times higher than the standard measures.
- 1.4.3 Current journal subscriptions form the largest part of the Library's recurrent spending. Most of these are part of package deals with publishers, and there are restrictions on cancellations. These packages also contain large numbers of titles which are not paid for separately. Lists of these titles can be provided on request.
- 1.4.4 New journals or databases are normally funded by the cancellation of existing subscriptions. Subject librarians will consult the relevant Schools or Divisions about potential cancellations and the selection of new subscriptions.

2. Funding

- 2.1. Library resource funding is distributed by first allocating part of the learning materials budget for cross-curricular materials, which are selected by the team of subject librarians in consultation with academics. The rest of the budget is divided by subject according to the core income that the relevant Faculty brings into the University. Each subject's proportion of the budget can therefore fluctuate depending on the Faculty's income generation.
- 2.2. Subject librarians are responsible for purchasing decisions from their funding allocation, in consultation with academic staff. Managers of the three subject teams have oversight of spending in their areas.
- 2.3. Overall spending is co-ordinated by the University Librarian.

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. However, electronic formats are usually preferred for information presented as short papers in series or collections, or where finding information within a document is more important than reading the whole work.

- 3.2. Resources accessible to users with disabilities will always be preferred where available. The Enquiry Team Supervisor (Equality & Accessibility) will be consulted.
- 3.3. Students' mode of study (part-time, distance learning, those who have placements) will be considered when selecting the format of resources.
- 3.4. Where a variety of formats are available, the preferred format will be that which offers widest access at a reasonable price, with acceptable terms and conditions.
- 3.5. Material will be purchased in additional formats where this adds extra value; for example, to make provision for larger numbers of students (or see 3.2 and 3.3).

3.6. Books

- 3.6.1. The Library acquires access to e-books in different ways. Terms and conditions of use vary. It may not be possible for the Library to acquire some books in an e-book format.
- 3.6.2. The Library regularly acquires e-books using models where large numbers of titles are provided by a supplier for a short agreed period, and then purchase is triggered by use (Patron-Driven Acquisition/PDA), or by subject librarians selecting titles based upon use in that period, and also on relevance (Evidence-Based Acquisition/EBA).
- 3.6.3. The acquisition models of PDA, EBA, and some e-book packages which regularly change content, mean that some e-books may be withdrawn from the collection at short notice by the Library's suppliers.
- 3.6.4. The Library will use those models which provide the maximum amount of content relevant to teaching and research in the most cost-effective way, subject to the criteria set out in 3.1-3.5. The Library's Collection Development Group and eBook Group will keep the models of e-book use and acquisition under review.

3.7. Journals

- 3.7.1. The Library will always prefer electronic journals over the print versions unless any of the following is true of the electronic version:
 - it is significantly more expensive than the print version;
 - it does not reproduce images, charts or diagrams sufficiently well to make them intelligible;
 - it is not technically accessible to all academic staff and students.
- 3.7.2. Print subscriptions will be retained to academically-significant titles if long-term access to the electronic version is believed to be insecure.
- 3.7.3. We will attempt to convert our print journal holdings to electronic wherever possible by the purchase of back files (subject to criteria listed in 3.7.1).

4. Donations

- 4.1. Donations to the Library are welcomed and added to stock if pertinent to current teaching and research. The cost of buying a book new may be less than that of processing a donation. The Library is unable to accept large collections of material, such as complete personal libraries.
- 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. Free web resources

Free web resources are added to the Library catalogue, Summon and the subject pages/lists at the request of a subject librarian who has judged these to be as useful as resources for which the Library has paid. The Library does not attempt to give a comprehensive overview of open access materials in any subject area.

6. Collections to which specific policies apply

Most of the Library's physical stock is within the Main book and journal collections in the J.B Priestley Library and the Management and Law Library. The physical format or patterns of use of some materials requires them to be shelved separately, for example the books in the Quick Service Collection, microfilm newspapers, oversize books, maps, Law Reports, and some DVDs.

There are a number of other collections to which specific policies apply, listed below.

6.1. The Library will not establish new collections separate from the Main collection.

6.2. British Government Publications

- 6.2.1. The subject librarian responsible for British Government publications will continue to develop the provision of current and long-term electronic access to the material required by students and staff, including the substitution of print materials by electronic versions where appropriate.
- 6.2.2. The UK Law Statutes collection is currently located separately at the Management and Law Library.

6.3. Development Collection

The Development Collection moved to the J.B. Priestley Library in 2001. It is now a legacy collection of books, working papers, and grey literature. New material on development topics can be found online or in the Main print collections. After weeding, the majority of this collection will be transferred into the Main collection by September 2019.

6.4. European Documentation Centre

The European Documentation Centre (EDC) contains official publications of the European Union (EU) including legislation, case law, studies, reports, statistics, newsletters etc. The University Library is supplied with these publications by virtue of its EDC status. EDCs are only found in EU member states, and therefore both the publications received and the role of this collection may change by April 2019.

6.5. Health Studies Collection

The Health Studies Collection is a collection of books within the J.B. Priestley Library, organised using the Wessex health library classification scheme.

6.6. University of Bradford dissertations and theses

Dissertations

- 6.6.1. The Library accepts electronic copies of masters' dissertations directly from Departments. Print copies of masters' dissertations are not kept in the Library.
- 6.6.2. Masters' dissertations are available via the Library homepage. These are available off-campus to current members of the University of Bradford.
- 6.6.3. Each dissertation is retained for five years after which it is removed from the collection. A small number of each year's dissertations can be retained permanently for those departments whose masters' dissertations sometimes include highly original material.
- 6.6.4. Undergraduate dissertations are not received or retained by the Library.

Theses

- 6.6.5. One printed copy of each PhD thesis is received from the Registry.
- 6.6.6. A digital copy of each PhD thesis is deposited in the University's repository, Bradford Scholars, for public access.
- 6.6.7. The inclusion of theses in the Library collection is dependent on the submission of the thesis by the author.
- 6.6.8. Printed and digital PhD theses are kept in the Library collection in perpetuity.

7. Physical Management

7.1. Preservation and Conservation

- 7.1.1. The Special Collections collections care policy, which includes conservation, and preservation of Special Collections digital assets, is available on the Special Collections website:<http://www.bradford.ac.uk/library/special-collections/about-us/policies>.
- 7.1.2. Emergency planning for Special Collections and the other printed collections in the Library is the responsibility of the Special Collections Librarian with the Library Disaster Team, as part of the University's emergency planning structure. This is further outlined in the Special Collections collections care policy, as above.
- 7.1.3. Preservation of Commonweal Collection stock is the responsibility of the Commonweal Trustees in consultation with the Joint Consultative Committee.
- 7.1.4. The Library is committed to ensuring digital content generated at the University and hosted by the Library remains accessible and functional in the future. This applies especially to the institutional repository, Bradford Scholars, which hosts PhD theses and other research outputs. The Bradford Scholars digital preservation policy is available to view online at:

http://www.brad.ac.uk/library/media/library/documents/digital_preservation_policy.docx.

- 7.1.5. Digital preservation of third party content (including electronic books and electronic journals) remains the responsibility of the content host. The arrangements for long-term access to content are taken into account when new purchases of such content are considered.

7.2. Stock Relegation

- 7.2.1. 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 from stock in an ongoing programme by the relevant subject librarians. Social sciences and humanities materials will be considered once in every seven years, and material in the sciences once in every five years.
- 7.2.2. The Main collection is divided up by classmark for the purposes of stock relegation and emergency planning, with sections allocated to the most appropriate main subject. Each main subject has a subject librarian who will lead the stock relegation process for their allocated sections in consultation with other interested subject librarians. There is a specific policy for the relegation of print journals, which can be found at:
<http://www.bradford.ac.uk/library/about-us/regulations-and-policies/>.
- 7.2.3. Unless specifically required for taught courses, only the current and precurent editions of textbooks will be retained.
- 7.2.4. E-books will usually be made unavailable when:
- their age and the nature of their subject means that content is likely to be misleading;
 - the book has been superseded by subsequent editions held by the Library (in either print or e-book formats), and that edition is no longer required for taught courses.
- 7.2.5. There is no closed stack. All library materials are open access, apart from Special Collections and print Bradford PhD theses.
- 7.2.6. Material in obsolete formats (such as cassette tape, VHS video, CD-ROM, microforms) is more likely to be withdrawn, due to user unfamiliarity with these formats.

8. Access versus holdings

- 8.1. The Library has a *just-in-time* approach to supplying little-used material, rather than their *just-in-case* storage.
- 8.2. All academic staff and students of the University are entitled to request inter-library loans. The inter-library loan service aims to obtain items not held in the Library which are required for research, teaching or study.
- 8.3. The Library actively promotes membership of co-operative access schemes such as SCONUL Access.
- 8.4. The Library will enter into co-operative arrangements for acquisition of materials as appropriate.

9. Future developments

- 9.1. Library collections will continue to be affected by changes in technology, licensing and Open Access provision. The Library's Collection Development Group will ensure that the development of the collections is informed by such changes.
- 9.2. The Collection Development and Management Policy will be reviewed bi-annually. The next review will be in 2019.

10. Collections not covered by this policy

10.1. Special Collections

Special Collections at the University of Bradford collects, cares for and makes available unique and distinctive archives, rare books and other heritage material in support of the University's teaching, research and community engagement. Developing the Special Collections is the responsibility of the Special Collections Librarian in consultation with subject colleagues and internal and external stakeholders. As an accredited archive, the Special Collections service is required to keep and maintain a collections development policy. The Special Collections Development Policy is reviewed annually. The policy is available on the Special Collections website:<http://www.bradford.ac.uk/library/special-collections/about-us/policies>.

10.2. Commonweal Collection

The Commonweal Collection is an independent library housed within the J.B. Priestley Library. The collection development policies of the Commonweal Collection are the responsibility of the Commonweal Trustees.

10.3. Examination papers

Examination papers are accessed via Blackboard. The Library does not collect or hold recent University examination papers in its Main collections. Historic examination papers are the responsibility of Special Collections.