

Collection Development Policy

General statement

1. Introduction

The purpose of the Collection Development Policy (CDP) is to help achieve coordinated development of the University Library's holdings of and access to printed, multimedia¹, and electronic sources of information, within a context of agreed priorities.

The CDP comprises this general statement and a series of supplementary statements detailing the policies for specific subjects, as formulated in collaboration with Schools – see Section 12 below.

The Library's aim is to acquire, enable access to, manage and promote sources of information needed by the University for research, teaching and learning. Library sources of information are seen as a valuable strategic resource to be acquired and managed efficiently and to be readily accessible and relevant to potential users. Systems will be in place to manage information resources so that they can be effectively accessed and retained, and their content disseminated.

2. Users of the University Library

- *University of Reading undergraduates and taught postgraduates including part-time, distance learning, pre-sessional, and short course students, as well as University of Reading Malaysia students*
All taught courses and compulsory placements are supported, as recommended by teaching staff. Selected sources on study skills are acquired. In some cases research on dissertations for postgraduate courses can only be supported at a general or background level. Electronic sources are provided by the University Library for University of Reading Malaysia students, while print resources are provided locally by the Learning Resource Centre at the Malaysia campus. For Partnership courses special arrangements may need to be negotiated for access to electronic sources.
- *University of Reading academic staff, teachers of University of Reading programmes, and research postgraduates*
For research, materials and access to e-resources are acquired in selective areas, as outlined in the subject policies. As above, course readings are acquired as

¹ Multimedia sources of information include materials such as video cassettes, slide and picture sets, CD-ROMs, DVDs, and online image, video and sound resources.

recommended by teaching staff. Selected sources on teaching skills in Higher Education are also acquired.

- *Other employees of the University*
No special provision is made, but all resources are available to staff within the terms of the licences and help provided in their use. A small collection of professional literature is maintained for Library staff.
- *External users and visitors including alumni and retired University members*
No special provision is made, although users may access the printed collections and some but not all of the electronic sources (from University campuses only) under the terms of the licences.

3. Other collections in the University

The University Library and Collections Services is the principal central provider of sources of academic information for the needs of the University.

University Museums and Special Collections Services collect, store and provide access to a range of object, archive, MSS and rare book sources. These services have their own Collection Development Policies.

Other information and resource centres devoted to the needs of groups or particular subjects, such as departmental libraries, influence the acquisition decisions of the University Library, and as part of a framework agreement the University Library will develop ongoing cooperative relationships with all of them so that unnecessary duplication can be avoided. Resource Centres and departmental collections are itemised in the relevant subject policies.

4. Funding

4.1. The Library allocates funds from its budgets for Schools to select books, journals and licensed sources of information. Schools may vire between book and periodical funds. In addition, top sliced amounts from the information resources budget are spent, at the discretion of the University Librarian, on:

- Electronic databases, including reference, full text sources, electronic journal packages, e-books packages and archival sources
- A supplementary budget to support taught courses
- Other general funds for maps, teaching, reference, and interdisciplinary sources including study skills

Additional School contributions are sometimes made to Library funds, usually being earmarked for specific journal titles, as contributions to electronic database purchases, or for other purchases.

4.2. A University strategy is to support areas “of established academic strength, of emerging excellence, and of comparative advantage.” Differentiation will therefore occur between subjects in respect of levels of collecting activity. The supplementary CDPs by subject have been developed partly to clarify subject strengths and selective Library support for research. No library can meet the information needs of all its users, and the subject policies also explicitly cover alternative sources.

5. Selection responsibility

Selection of Library information sources is the shared responsibility of academic and Library staff. The main responsibility and final decisions for spending School book and periodical fund allocations lies with the Library, in close co-operation with Schools and their Library Representatives. Departmental requests to purchase materials for the Library are usually channeled through the Representative. Library staff (Liaison Librarians) will also make recommendations to Library Representatives particularly if allocations are not being spent in a timely fashion. Liaison Librarians will also make purchases against School allocations when reading list material is not in the Library's stock. The University Librarian has the final decision on the purchase of all Library information sources.

All recommendations from Schools should be made to the Library by the end of April every year. This gives Liaison Librarians and the Library's Collections teams the time to place final orders shortly after and ensure that allocations are spent, and all materials are invoiced and paid for, by the end of the University's financial year. Money cannot be carried over between years, so it is important that all funds are spent within the financial year. At the end of May, all unspent funds will be gathered together centrally and spent on appropriate electronic resources, selected by the Library, which can be paid for before the end of the financial year.

6. Criteria for selection and acquisition

6.1. The following factors will influence the decision to acquire (or purchase licensed access to) sources of information. Content rather than format will always principally determine decisions to acquire.

- Scope and relevance of the content to the teaching and / or research interests of the University
- The known or anticipated demand from users
- Currency, bearing in mind areas where information dates rapidly and areas where collections of historical material are required
- The accessibility of duplicates, alternatives or substitutes
- Cost, relative to other factors and the benefits of acquisition

6.2. The CDP assumes a commitment to intellectual freedom. The Library will not exclude, withdraw from availability, or restrict access to any material because it is controversial or might be judged offensive by some; only on the grounds of illegality.

6.3. *Duplicate copies.* The acquisition of duplicate copies of books will be appropriate depending on the number of students taking a course and the intensity of demand. Management of demand through the Course Collection, variable loan periods, and the availability of electronic versions reduces the need for multiple copies to a certain extent, but as a general rule the Library aims to supply at least one copy of an essential text per ten students on the relevant programme(s) and at least one copy per 25 students for other recommended reading.

For non-course related material the policy is not to duplicate holdings, except in special cases.

6.4. *Paperbacks or hardbacks.* If both are available hardbacks are preferred for course related material as they are likely to be in heavy use. The additional protection required for paperbacks can delay their arrival on the shelves. Otherwise, if the difference between the hardback and paperback price is >£15 paperbacks are preferred.

6.5. *Languages (Modern languages)*. Apart from some sources for the School of Literature and Languages, and those in support of language learning, English is the preferred language for acquisition, especially for the support of teaching. If English translations are not available, or when sources in languages other than English are needed for research, texts in other European languages will be acquired, and in some cases (for example classic or seminal works) it may be essential to acquire them in their original language instead of, or in addition to, English translations. Works in other than roman script are not usually acquired except in special cases.

For language learning courses, the Library will support French, German, Italian and Spanish to degree level on the advice of the relevant academic staff - see also the policy for language learning support.

6.7. Deposit of theses. In accordance with the University's Rules for the submission of theses for higher degrees one bound copy of every thesis submitted for the degree of Doctor awarded and copies of published works submitted for the degrees of higher doctorates shall be deposited in the University Library, as well as an electronic copy to be made available via CentAUR. The theses will be harvested by EThOS, the British Library's e-thesis online service.

6.8 Research publications. CentAUR (Central Archive at the University of Reading) is the University of Reading's institutional repository for research publications and equivalent research outputs. It lists published items, including journal and conference proceedings, books and book sections, and other formats that constitute the research outputs of the University. The author's final versions of papers (that have been peer reviewed and accepted for publication), or the equivalent multimedia formats, are included, and made available as appropriate (subject to copyright considerations).

7. Electronic resources

7.1. Electronic access to information can be more convenient and cost-effective than acquiring and storing material in hard copy especially when access is possible remotely 24x7, although the quality and relevance of content remains the prime criterion for selection. The Library will regularly review opportunities for purchase in conjunction with Schools in line with Schools' research and teaching and learning strategies.

E-books, e-journals and databases are funded from Schools' Library allocations, although the Library's general electronic sources budget funds subscriptions to more general and interdisciplinary titles, additional titles in support of courses, and some of the cost of packaged collections. Increasingly e-journals are paid for from central funds in order to take advantage of publisher bundle packages and provide access to a much wider range of resources.

Links to selected free resources will also be provided through the Library's web pages, especially for sources which are recommended or required for courses.

7.2. E-books are made available via subscriptions to packages, by purchase of individual titles or by patron driven acquisition. Aggregators or individual publishers will be used to acquire content. The Library has access to several e-book platforms, which enables purchase of titles relevant to teaching and research. Although e-books do not necessarily provide a cheaper model they are useful where several users may need to access titles simultaneously, or where programmes are delivered to part-time and distance learners. Note that there isn't an electronic only policy for books when a choice of format is available. Current practice is usually to acquire electronic versions in addition to print copies for in-demand titles, although sometimes only e-versions, when available, are selected, often

for reasons of cost. It should be noted that not all titles are available as e-books, particularly textbooks, so the Library can only purchase e-books which are available as institutional purchases.

7.3. Subscriptions to e-journals can be made:

- as single subscriptions, either in addition to a printed version or as e-only
- as subscriptions to an aggregator's 'bundled' package, where a range of titles from different publishers are available in one database
- as a subscription to a publisher's own package of titles

Publishers' packages can be purchased at a significantly lower cost than a pick and choose single subscription approach, giving value for money even though some titles in the package may not be needed by the subscriber.

7.4. It should be noted that access to the majority of e-resources is licensed to the University on terms which exclude non-members, although many may be accessed by non-members from the University campuses, but not remotely. University members may access licensed e-resources remotely; this includes, for example, current University of Reading staff and students working or studying overseas. University of Reading Malaysia students will be able to access the majority of e-resources. Students enrolled on University courses delivered elsewhere, for example overseas at a partner institution, will not have automatic access to our resources. Arrangements for these courses will need to be discussed with the Library.

7.5. *E-only journal policy.* For journals electronic only format when available is preferred to print or hybrid formats. Electronic only versions of some reference materials, such as abstracts and indexes, are preferred because of the convenience of access and interrogation. See below in section 11 for the policy on withdrawal and disposal of printed material in circumstances when the content is also available electronically.

7.6. Long-term security of access will be considered when purchasing e-resources. Any special hardware or other technical requirements and specifications will be taken into account when new electronic resources are being considered, and may affect decisions to acquire.

7.7. A scanning service to access high demand readings is provided by the University Library, within the terms of the CLA (Copyright Licensing Agency) HE scanning license. This makes digital copies of book chapters or journal articles available in those cases where there is no commercially available digital copy.

8. Donations

8.1 The Library welcomes donations or bequests which enhance its ability to fulfill the CDP. At the discretion of the University Librarian or the Head of Collections and Space the Library will not accept offers of donations which do not enhance its collections in accordance with the CDP.

8.2. When deciding to accept gifts the physical condition of the material and any consequent conservation implications will be considered; as will the cost implications of processing, cataloguing, accommodating, and providing appropriate access.

8.3. Gifts are accepted on the understanding that they become the property of the University, and the Library will organise and locate gifts according to its collection management criteria, and will appropriately dispose of unwanted material.

8.4. In the case of unannounced or anonymous donations the Library will assume that the owners are aware of these CDP guidelines.

9. Alternatives to acquisition

9.1. *Inter-Library Loan and Document Delivery.* Borrowing resources from other collections is often a satisfactory alternative to purchase for non-course materials, particularly when demand is limited. Staff and Research Postgraduates can order items online. Items can often be delivered electronically direct to the user, or are collected from the Library where this is not possible. The University Library's Inter-Library loan service is available and promoted to all University members; a handling charge is made. Undergraduate and taught postgraduate students require a tutor's authorisation to confirm requested items are required for study.

9.2. *Use of other libraries and collections.* Visiting other libraries may provide satisfactory access to material without incurring acquisition costs. The subject CDPs detail relevant alternatives. The SCONUL (Society of College, National and University Libraries) Access Scheme provides access and borrowing rights for academic staff, research students, taught postgraduate students, and part-time undergraduate students at over 170 member institutions in the UK and Ireland. The SCONUL Vacation Access scheme gives taught course students reference only vacation access to SCONUL member libraries. The University Library will continue to participate in reciprocal access schemes.

10. Conservation and security

The CDP assumes a commitment to consistent and effective conservation, preservation and security. A policy for preservation will be regularly reviewed. The Incident Plan (developed in tandem with the University's Major Incident Plan) includes operational plans for: risk assessment; environmental monitoring and control; disaster control and relief; and maintaining continuity of service in the event of an incident. Existing security systems will be regularly reviewed.

11. Stock editing: relegation and disposal

11.1. *Relegation to closed access storage*

11.1.1. Low use printed material which is of likely future research use, is historically significant, or is considered relevant to subjects which are collected in depth (as defined by the subject CDPs) may be relegated from the main collection open access shelves to closed access storage.

11.1.2. Relegation will also be used to remove from the open shelves irretrievably damaged stock which needs to be retained; or to protect items which are rare. Rare items may be transferred to UMASCS (University Museums and Special Collections Services)².

11.1.3. The Library will retrieve relegated items by request according to the service criteria currently in place.

11.1.4. The rationale for relegating printed material to closed access storage for particular subjects will be formulated according to the requirements covered in the subject CDPs, which take account

² Items on closed access storage at UMASCS are consulted by users in the Reading Room at Special Collections Services, Redlands Road.

of subject specific criteria. The University Librarian takes the final decision on the relegation of printed material.

11.2. Withdrawal and disposal

11.2.1. Items which have ceased to be used, or are used infrequently, and are not relevant to current or anticipated academic needs, may be withdrawn from stock and disposed of. Infrequent use is generally interpreted as no more than once in the last five years, although discipline specific criteria, as outlined in the subject CDPs, will vary. Access to e-resources may also be removed, especially in the case of those e-books which become outdated or are superseded.

11.2.2. Printed versions of sources which are available electronically may be withdrawn from stock if the digital version is judged to be secure and well archived, for example the JSTOR archive or purchased online journal backfiles. Some printed reference sources, such as abstracts and indexes, may be withdrawn if available electronically.

11.2.3. Printed items will not be withdrawn from stock on the grounds that they duplicate electronic versions if the electronic version does not provide an adequate substitute, for example: there is unsatisfactory quality of reproduction; fold out charts or maps are not reproduced electronically; information does not print out satisfactorily; or because of any other physical characteristic of the content where the hard copy might be required instead of the electronic version.

11.2.4. Superseded textbooks in old editions and duplicate copies will be withdrawn unless there are specific reasons for retention as outlined in the subject CDPs.

11.2.5. The rationale for withdrawing final copies of printed material for specific subjects will be formulated with appropriate consultation of academic staff, according to the requirements covered in the subject CDPs, which take account of subject specific criteria. The University Librarian takes the final decisions on the withdrawal and disposal of printed material.

11.2.6. Withdrawn stock may be disposed of by sale to secondhand booksellers or through Library book sales; by sale or gift to other institutions or charities; or destroyed using environmentally friendly means. When printed journals are withdrawn they can be offered to Schools and, if accepted, ownership will be transferred from the University Library.

12. Subject Collection Development Policies

These cover the areas below and are regularly updated. They aim to state the current level and extent of collecting activity appropriate for teaching and research needs and are compiled in consultation with Schools and with reference to Schools' research and teaching & learning strategies. Included are: subject strengths with exclusions and areas for development; level of collecting for research needs; possible alternative access to material from other collections in the University or from specialist libraries outside the University; discipline specific criteria for selection, acquisition, relegation and withdrawal.

- Agriculture
- Archaeology
- Art
- Biological Sciences
- Business and Management
- Chemistry
- Classics
- Construction Management and Engineering
- Economics
- Education
- English Language and Applied Linguistics

- English Literature
- Film, Theatre and Television
- Food and Nutritional Sciences
- Geography and Environmental Science
- History
- Law
- Management – Business Informatics and Systems Accounting
- Management – International Business and Strategy
- Management – Leadership, Organisations and Behaviour
- Management – Marketing and Reputation
- Mathematics and Statistics
- Meteorology
- Pharmacy
- Philosophy

- Politics and International Relations
- Psychology and Clinical Language Sciences
- Real Estate and Planning
- Systems Engineering
- Typography and Graphic Communication

There are, in addition, policies for:

- Language Learning Support
- Librarianship
- Teaching Practice collection

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