

Collection Development Policy

General statement

1. Introduction

The purpose of the Collection Development Policy (CDP) is to help achieve coordinated development of the University LRC's holdings of and access to printed, multimedia, 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.

The LRC's aim is to acquire, enable access to, manage and promote sources of information needed by the University for research, teaching and learning. In line with the principles of the University Information Framework, LRC sources of information are seen as a valuable strategic resource to be acquired and managed efficiently (Principle 1); and to be readily accessible and relevant to potential users with minimal duplication (Principles 2, 3). Systems will be in place to manage information resources so that they can be effectively accessed and stored, and their content disseminated (Principle 6).

2. Users of the University LRC

- *University of Reading Malaysia undergraduates and taught postgraduates including part-time, distance learning, pre-sessional, and short course 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. For Partnership courses special arrangements may need to be negotiated on access to electronic sources and sound resources.

- *University of Reading Malaysia academic staff, teachers of University of Reading Malaysia programmes, and research postgraduates*

For research, materials and access to e-sources are acquired in selective areas, as outlined in the subject policies. As above, course readings are acquired as recommended by teaching staff. Selected sources on teaching skills 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 licenses, and help provided in their use.

- *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 licenses

3. Other collections in the University

The University LRC is the principal provider of print sources of academic information for the needs of the University. However, availability of electronic sources is provided by the University of Reading Library.

4. Funding

The LRC allocates funds from its budgets for Academic Sections to select books, journals and licensed sources of information. Academic Sections may vary between book and periodical funds. In addition, funds will be allocated on:

- Electronic databases, including reference, full text sources, electronic journal packages, and archival sources
- A supplementary course support budget
- Other general funds for maps, reference, and interdisciplinary sources

5. Selection responsibilities

Selection of LRC information sources is the shared responsibility of academic and LRC staff. The main responsibility for spending Academic Section book and periodical fund allocations lies with the Academic Sections and their LRC Representatives. Section requests to purchase materials for the LRC are usually channelled through the Representative. LRC staff actively look for gaps in their field and will draw these to the attention of LRC Representatives. LRC staff will also make purchases against Section allocations when reading list material is not in the LRC's stock. The University LRC Head has the final decision on the purchase of all LRC information sources.

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 one copy of an essential text per a

maximum of ten students on the relevant programme(s) and 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 the process of preparing the book before shelving. Otherwise, if the difference between the hardback and paperback price is >RM75 paperbacks are preferred.

6.5. *Languages (Modern languages).* 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 translation.

Works in other than roman script are not usually acquired except in special cases.

6.6. *Second hand items.* The LRC searches automatically for second hand copies of items reported out of print if they are on reading lists or in demand.

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 shall be deposited in the University LRC. Similarly, copies of published works submitted for the degrees of higher doctorates are deposited.

7. Electronic sources

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 LRC will regularly review opportunities for purchase in conjunction with Academic Sections in line with research and teaching and learning strategies.

E-books, e-journals and databases are funded from Section's LRC 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.

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 or by purchase of individual titles. 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.

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-sources 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-sources remotely; this includes, for example, current University of Reading staff and students working or studying overseas. Students enrolled on University courses delivered elsewhere, for example overseas at a partner institution, may also access a range of the licensed resources.

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. Any special hardware or other technical requirements and specifications will be taken into account when new electronic sources are being considered, and may affect decisions to acquire.

8. Donations

8.1 The LRC welcomes donations or bequests which enhance its ability to fulfil the CDP. At the discretion of the University LRC Head the LRC 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, accommodating, and providing appropriate access.

8.3. Gifts are accepted on the understanding that they become the property of the University, and the LRC 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 LRC will assume that the owners are aware of these CDP guidelines.

9. Alternatives to acquisition

Use of other libraries and collections. Visiting other libraries may obtain satisfactory access to material without incurring acquisition costs. The LRC will assist in providing information about the intended library to visit and letter of authorization if so required by the LRC user.

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.

11.1.3. The LRC 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 in consultation with academic staff, and according to the requirements covered in the subject CDPs, which take account of subject specific criteria. The Head of the LRC 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 seven 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 by the JSTOR archive. 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 printed material for particular 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 Head of the LRC 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 LRC.

1 August 2015