

# Collection Management and Access Strategy

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## **The Library's Collection**

This policy outlines how the library acquires and manages access to information resources in the most efficient and cost effective way to support the University's key objectives in learning, teaching and research. The library has a steady state physical collection with limited growth and is focused on providing access to digital content, moving towards an e-only future.

## **Selection and Acquisition**

The library ensures resources are purchased and acquired in the most cost effective and efficient manner by participating in consortia purchase through the JISC, Eduserv Chest (Combined Higher Education Software Team), SCOPNet, the procurement arm of the Scottish Confederation of University and Research Libraries (SCURL) and the Scottish Higher Education Digital Library (SHEDL) to negotiate best prices and service level agreements.

To support current teaching and research, books and ebooks are selected by academic staff supported by their subject librarians.

Recommended reading and textbook availability is ensured by providing a reading list checking service and by the purchase of multiple copies of key and core texts (one copy per 10 students).

Ebooks are purchased, wherever possible, to provide 24/7 access.

Requests for new journals and databases are considered by academic staff through the Journal and Database Selection Committee (JoDaSC).

## **Donations**

We do not normally accept donations, unless the material is unavailable elsewhere and is needed to support teaching or research.

## **Budget allocation**

The annual budget is assigned in the following way:

- An allocation for current subscriptions to journals and databases.
- A reading list allocation for the purchase of texts to support learning and teaching.
- An allocation to schools for book stock development and inter-library loans (ILLs). Every department or division within the schools has a library representative who approves the purchase of non reading list books and requests for ILLs from this annual budget allocation.
- A sum allocated for new journal subscriptions and databases to support teaching and research. Requests to purchase from this fund are discussed and approved by the bi-annual Journal and Database Selection Committee (JoDaSC). This committee has academic representation from each school and also includes the Senior Academic Liaison Librarian.

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## **Evaluation**

The library collects statistics of use and service (including issue figures and full text downloads) to inform decisions on value for money and stock retention, withdrawals and cancellations, and for benchmarking against other university libraries through SCONUL (Society of College, National and University Libraries).

## **Stock-editing and disposal**

As a steady state library, with space restrictions, stock is continually edited in consultation with academic staff to ensure that the collections are relevant and current whilst also ensuring the retention of materials vital for research.

The library has an agreement with a UK charity that provides a reselling service for withdrawn stock from academic and public libraries. This service provides uplift of material with a percentage of the resale income used to support third world literacy programmes.

## **Theses**

The library receives bound PhD theses that are for use in the library only and participates in the British Library EThOS digitisation programme (Electronic Theses Online Service). The University is currently reviewing its policy on PhD theses submission and is considering electronic deposit of theses for 2015/16.

Resource Manager, 2010

Revised 2014