

2021

# Collection Management Policy



Library Services

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## Introduction

The collection management policy provides guidelines for the purchase, development, management, maintenance, (including withdrawal) and access to the collections of the Library Service at University of South Wales. In addition the policy promotes the role of the Library as facilitator to a broader collection base through inter lending services and alternative access arrangements.

The Library Service aims to make available and to exploit information resources and services to meet the learning, teaching and research needs of the University and to support the strategic aims of the University through the Academic and Student Experience Plans.

This is achieved by:

- identifying user needs;
- identifying, purchasing and delivering resources in the most cost effective and appropriate format (print, electronic, audio-visual or other);
- planning and organising the provision of resources;
- providing access to electronic resources, where possible, via recognised authentication systems to facilitate access both on and off campus;
- supporting research through existing resources or providing alternative methods of access to resources via inter lending services;
- collaborating with other institutions at a local, regional or national level to enable resource sharing and access via recognised agreements and schemes;

## 1. Budget

Resources are purchased from the Library budget which is allocated annually, or from funds provided by other sources, for example, directly from Faculties. The Library Service endeavours to purchase material in the most appropriate and cost-effective way.

There are three strands to the budget from 2020-2021:

1. **Subscription and continuous costs:** The largest proportion of the budget is committed to fund year on year costs, like journal subscriptions, ejournal collections, ebook collections, etextbooks and subject databases.

The remaining budget is distributed between **reading list** and the **non-reading list** funds, using FTE and average books price calculations.

2. **Reading Lists Driven Purchases:** The majority of purchases to support learning and teaching should be reading list led. To that end, essential items on reading lists (linked to Blackboard) are purchased automatically as ebooks, subject to defined price ceilings. Non-essential (i.e. background or suggested reading) will also be available via FINDit, but a purchase will be activated only after a defined number of accesses by students. This model is often referred to as 'demand-driven acquisition' (DDA). To facilitate the streamlined purchase of ebook content all items recommended by module leaders should exist on an Aspire Reading List with an indication of their relative importance.

3. **Non-reading List Requests:** A smaller proportion of the library book budget is available to purchase non-reading list or books classed as 'further reading'. This will include print or ebooks that will enhance the collection, but are not linked to a module reading list. This is managed by the Faculty Librarians in Library Services in partnership with staff within the Faculties and is also designed to support student purchase suggestions. However, there will be regular reviews of the DDA spend throughout the year to ensure maximum spend by the end of the year. Any surplus could be used to support the purchase of non-reading list requests.

The financial year runs from 1st August - 31st July and funds have to be spent and items received in the Library by the end of the financial year. Thus, all print orders need to be placed by the end of May to enable funds to be spent before the end of the financial year. No funds can be carried forward to another financial year

## 2. Selection

### 2.1 Book Selection

Faculty Librarians, in liaison with academic colleagues, are responsible for the development and maintenance of the library stock. Any requests to the library for stock purchase should be based on the new courses or current module requirements. Priority will be given to reading list material in a digital format, where available and subject to defined price ceilings.

Faculty Librarians will make the decisions around the format that is most appropriate or currently available (print or electronic) and the quantity of material to be acquired. Consideration will be given to price, available budget, usage data and likely demand. Adjustment to the quantity of print to ebooks, will be taken as appropriate at this stage. Guidelines produced by relevant professional bodies such as the Law Society will be taken into account.

Faculty Librarians also keep a resource 'wishlist', made up of materials that cannot be currently resourced out of existing funds. In the event that resources are made available, these could then be nominated for purchase at short notice.

The Library Service will not discriminate against otherwise appropriate material on grounds of racial, sexual, religious or other bias. The aim of the service is to develop an inclusive and diverse collection that supports learning and contributes to a decolonised curriculum.

The primary language of materials selected for the collections will be English and Welsh as appropriate to the linguistic medium of the University's learning and teaching.

Requests can be made by academic staff by contacting your Faculty Librarian via email or via the online request form available on the **Suggest a Book for Purchase** form. Requests for purchase from students will be at the discretion of the Faculty Librarians. However, students can influence the purchasing of ebook titles through our 'demand-driven acquisition' (DDA) model.

### 2.2 Reading Lists and Multiple Copies

Academic colleagues should ensure that up-to-date reading lists are supplied to the library, either in print or via email or preferably using the **University's Reading List Online** management tool. Ideally lists should be received at least three months ahead of the time that the module is delivered, to enable as far as possible that resources are in place when required.

Course leaders are encouraged to liaise with their Faculty Librarian at an early stage in the development of new courses, so that advice may be given in a timely manner regarding resources, particularly if the course is in a new area of study that would require a significant investment to existing resources. In addition, any changes to courses or modules should also be brought to the attention of the Faculty Librarian, as soon as is practical in order to update library resource requirements.

Print or ebooks will be purchased for reading list items, as required, with priority given to digital. Multiple copies of printed books where required, and not available as digital, may also be purchased dependent on the numbers of students, cost of the item, mode of learning and usage data. If an item is on several modules or taught at more than one campus additional print copies may be held at each campus.

The University provides Faculties with a web-based system for managing reading lists online. Academic staff can create their own online reading lists, to be accessed by students from within Blackboard. Reading lists can include books, journal articles, scanned copies of journal articles or book chapters, web sites and streamed media. Scanned copies of book chapters or journal articles can be obtained under the terms of the Copyright Licencing Agency Scanning Licence. For more information see the **Reading lists guide**.

## 3. Acquisition

### 3.1 Books

Most books, both printed and electronic, will be purchased through a designated book supplier determined by competitive tender led by an HE purchasing consortium.

### 3.2 Donations

Donations are accepted by the Library when they are deemed to be of teaching or research interest or will otherwise enhance and enrich the collection. Donations will be considered for addition to stock by the Faculty Librarians where the cost of processing, storing and maintenance can be justified. Book donations not added to stock will be offered to a book donor company such as BetterWorldBooks. The Library Service is always pleased to receive a donation of a book that has been written or edited by University of South Wales staff and students.

The Library cannot pay for any costs associated with the delivery of a donation to the University. The only exceptions are for some Special Collections donations.

### 3.3 Journals

New journals titles are selected by Faculty Librarians, in consultation with Academic staff. Inflationary price increases for journals (print and electronic) and databases means that cancellations may have to be considered, particularly when new subscriptions are requested, in order to keep within agreed budgets. The Library will purchase ejournals by default (where applicable), unless there is a specific need within the Faculty to purchase in print and electronic format. Backfiles of a new title will not be purchased, unless specifically asked to do so and a business case is made for their purchase. Under these circumstances they will be purchased in electronic format.

New titles should fulfil the following criteria:

- reflect the current learning, teaching or research requirements of a subject area;
- journals that are available in electronic format are preferred;
- journals with an international dimension should be encouraged;
- journals that have been cancelled in the last three years may not be re-ordered.

Journals subscriptions are reviewed on an annual basis to reflect the teaching, learning and research needs of the Faculty. Criteria, like ongoing relevance, quality, cost and usage are considered in this process. This timetable will also be informed by the Collection Development Board process and cycle.

### 3.4 Electronic Resources

Electronic resources including databases, ejournals, and ebook collections, will be considered for purchase by the Library Collections Development Board, after a process of review and evaluation has taken place, through a product trial arranged with the supplier. Requests for these resources from Faculties can be made via the appropriate Faculty Librarian who will co-ordinate the supply of a trial and provide up-to-date costs and post-trial usage statistics.

Resources in electronic formats offer the opportunity to provide access to multiple users, independently of time and location. However due to licence restrictions, access to some resources may be restricted to on-

campus use only and some may not be available to some users, including International Students based outside the UK.

### 3.5 Law Collection

The law collection is located in a separate sequence at Treforest, as recommended by the Society of Legal Scholars '[A Library for the Modern Law School: A Statement of Standards for University Library Provision in the United Kingdom](#)'. It contains primary and secondary legal material in the following categories:

- CAT 1 Reference e.g. legal dictionaries
- CAT 2 Lending stock e.g. textbooks
- CAT 3 Manuals on Procedure and Precedent
- CAT 4 Digests
- CAT 5 Law Reports- England and Wales
- CAT 6 Statutes and Statutory Instruments
- CAT 7 Journals
- CAT 8 Official Publications - British and Foreign

### 3.6 Special Collections

The following collections were either purchased by, or donated to, the University as they were considered valuable to the research interests of the institution. Additional material will be added to the collections as appropriate. All items are for reference use only (apart from items from the Centre for the Study of Welsh Writing in English). For more information on each campus collection, see the campus collections links on the [Our collections](#) page.

- Centre for the Study of Welsh Writing in English (Treforest)
- Henry Evans Collection (Theatre Programmes) (Cardiff)
- George Ewart Evans (Storytelling and Oral History) (Cardiff)
- David Hurn Collection (Documentary Photography) (Cardiff)
- Stuart Morgan Collection (Art) (Cardiff)
- Newport Survey Photographic Collection (1980 - 1988 ) (Documentary Photography) (Cardiff)
- Raissa Page Collection (Documentary Photography) (Cardiff)

### **3.7 Audio Visual Resources**

Audio-visual resources are acquired or produced where relevant to learning, teaching and research needs. Priority will be given to titles on viewing/listening lists.

Other criteria for acquisition are

- cost
- quality
- supplier
- availability of appropriate hardware
- availability of suitable storage facilities
- compliance with the terms of licences, such as the Educational Recording Authority (ERA), held by the University.

#### **3.7.1 Pre-recorded DVDs**

DVDs will only be ordered where no suitable online alternative is available and if they appear on an online reading list.

#### **3.7.2 Music CDs**

Music CDs will only be ordered if they appear on an online reading list.

#### **3.7.3 Streamed Audio-Visual Resources**

Streamed audio-visual resources can be requested by students, academic staff or Faculty Librarians. Material is captured, stored and distributed using the BoB service, from Learning on Screen, to which the University subscribes. For more information see the [About BoB](#) guide.

### **3.8 Theses and Dissertations**

All PhD and MPhil theses are available electronically via the institutional repository, the **University of South Wales Research Explorer (Pure)**.

Print copies of PhD and MPhil theses awarded by the University of South Wales (and the former institutions of the University of Glamorgan and The University of Wales, Newport) pre-2016, are stored off campus and can be viewed on request.

### **3.9 Exam papers**

Examination papers provided by Faculties via Academic Registry for the last three years (not exhaustive) are available in electronic format through the library webpage and on FINDit.

## **4. Alternatives to Acquisition**

In addition to the Library Services acquiring resources, there are a range of alternative providers that can be used, as appropriate:

- **Inter-library Loans** - An inter-library loan service is available for items which are not held in USW's Library Service collections. Users submit requests via a form on FINDit and the requests are met using the below services.
  - **British Library Document Supply Service**- Books or journal articles can be requested from the British Library. This is a charged for service.

- **Wales Interlending Scheme (WHELP)** - A Wales wide free inter-lending scheme is available to promote access to the collections of all the HEIs in the consortium.
- **Digitisation** - The Library can digitise extracts, chapters and articles which can be added to Online Reading Lists under the terms of our CLA (Copyright Licensing Agency) HE Licence. This ensures that digitised extracts are copyright-compliant and securely stored. These can be downloaded by staff and students attached to the module reading list.
- **Open Educational Resources (OER)** - The Library is committed to supporting the principles of OER publishing. Open Educational Resources (OER) are learning, teaching and research materials in any format and medium that reside in the public domain or are under copyright that have been released under an open license, that permit no-cost access, re-use, re-purpose, adaptation and redistribution by others. The Library has produced an [Open Educational Resources](#) guide and can advise on finding appropriate Open Educational Resources.
- **Access to other libraries** - USW Library Services are members of a number of co-operative schemes that enable its members to use the facilities of other higher education libraries in the United Kingdom.
  - **SCONUL Summer Vacation Access** - Undergraduate students and taught postgraduate students are normally granted reference use of other SCONUL HE libraries free of charge during the summer vacations of the host institution.
  - **SCONUL Access** - is a reciprocal scheme which allows many university library users to borrow or use books and journals at other libraries which belong to the scheme. The scheme covers most of the university libraries in the UK and Ireland.

For further information see our [Access to other libraries](#) page.

## 5. Location and Access of Material

Material in the collection has different usage requirements and levels of demand. Library Services caters for these variations in several ways:

- Type of material acquired
- Quantity acquired
- Location of material
- Access arrangements
- Range of loan statuses

Material will be allocated to a site, or moved between sites; and loan statuses will be changed according to user demands and access needs. There are multiple locations where material is held, Treforest, Glyntaff, Cardiff, Newport-City, Merthyr Tydfil College and Hospital Libraries. Library Services provides maximum access to its collections as far as staffing and resources allow.

## 5.1 Access to Stock and Online Resources

All items in stock and on order are recorded on the library catalogue area in FINDit. Library Services aims to maintain the library catalogue to give an accurate record of all material in stock and to maximise access to the stock both printed and online at all sites. Access to electronic resources is, where possible, via recognised authentication systems.

## 6. Stock Editing (including withdrawal, relegation and disposal)

### 6.1 Books

Each Library has a finite amount of space for materials and the University is increasingly aware that the costs of storing must be justifiable. Space planning in academic libraries is an important aspect of collection development, as pressure increases on the need for study spaces for students and the space available is expected to be more flexible. To acquire new material in support of user requirements and keep in-demand works easily accessible, Library Services will assign stock and move it between appropriate locations.

It will also carry out regular targeted editing and withdrawal of works no longer relevant to courses taught at the University in accordance with agreed mechanisms. Many of the books withdrawn will be superseded editions of standard textbooks.

Faculty Librarians will decide a policy for removing and discarding old editions of texts from their subject areas. A decision can be taken to retain old editions if it is considered to be heavily used and does not contain incorrect/out of date material. Items regarded as 'recognised standard' texts should be retained, even if they are more than 10 years old. It may be necessary to undertake relevant preservation methods in order to retain them in the Library stock.

Subjects will be targeted on an annual basis for stock editing by the Faculty Librarian and/or the Collections Team. This activity may be undertaken in conjunction with academic colleagues. Criteria for stock editing will vary from subject to subject, they may include:

- material is out of date, particularly in STEM, Law and Business areas.
- relevance to planned or future needs
- physical condition of the material
- later editions of the title available
- infrequency of use e.g. items not borrowed for the past 5 years.
- availability of duplicate copies
- availability in another library locally
- availability from the British Library via interlibrary loan.
- availability of an ebook version

In addition a certain amount of stock editing will take place on a continual basis throughout the year. After stock editing has taken place, loan statuses may be changed and some items may be withdrawn.

Withdrawn items are offered initially to other campus libraries within USW, where appropriate. Other methods of disposal will depend on the condition and value of the items. The main means of disposal are:

- donate to book donor company, such as BetterWorldBooks
- offer to other Libraries in the sector, particularly WHELF members
- dispose of to USW staff

## **6.2 Donations**

The Library reserves the right to decide how to dispose of unwanted material, which may include by sale or by discard. The Library will withdraw donations from stock using the same criteria as are applied to purchased material.

## **6.3 Journals**

Journals are held in the collection for differing lengths of time. The date range of titles is recommended by Librarians in conjunction with academic staff and noted on the catalogue. Isolated, incomplete runs, or ceased subscriptions, will be discarded from stock on an annual basis.

## **6.4 Special Collections**

Given the value of some of the items in the Collections, it is not envisaged that items would be withdrawn.

## **6.5 Audio Visual Resources**

### **6.5.1 Off-Air DVD Collection**

The Off-Air DVD Collections held at campus libraries contain a selection of television programmes, feature and documentary films to support the teaching and learning at the University.

### **6.5.2 Pre-recorded DVD Collections**

Pre-recorded DVDs will be withdrawn from stock if the quality has been compromised or if the recording has been damaged.

### **6.5.3 Music CDs**

Music CDs will be withdrawn from stock if the quality has been compromised or if the recording has been damaged.

### **6.5.4 Slide Collection**

The slide collection is held at the Treforest Campus Library. This is an archive collection and no new slides are being added to it. Slides, which are not of a reasonable colour or reproduction quality, or badly damaged, are withdrawn from stock; however, the withdrawal policy of this collection is currently under discussion and will be carried out in consultation with the appropriate Academic Schools.

## **6.6 Theses and Dissertations**

Print copies of PhD and M Phil Theses will be held indefinitely as will materials of Welsh interest.

## **7. Stock Maintenance and Preservation**

Appropriate stock maintenance will ensure that materials are physically fit for use.

### **7.1 Binding and Repairs**

The Library will repair or re-bind Library stock, where the value of the item warrants such intervention. Book binding may result from the need to ensure an items long term preservation and are made on an individual basis, using such criteria as usage, whether the book is out of print, whether work is accessible by other means e.g., ebook etc. Although historically journals in the collection have been bound, currently journals will only be bound under very exceptional circumstances.

Straightforward repairs will be undertaken in house in order to return items to circulation as quickly as possible. Items unable to be repaired will be considered for binding, withdrawal or replacement following criteria already provided above.

## 8. Review of the Policy

The policy will be reviewed periodically to respond to changes in Faculty/Library Services priorities and circumstances. If you have any comments, suggestions or queries about this policy then please contact Ann Cross, Assistant Head of Library Services (Information Services).