

## **COLLECTION DEVELOPMENT POLICY**

<b>Document Control Information</b>	
Version control	[02]
Owned by:	[Michael Stringer]
Latest amendment on:	[07.2021]
Approved by:	[Library Services Management]
Approved on:	[12.08.2021]
Coming into effect on:	[12.08.2021 ]
Review date:	[Two years after coming into effect]

### **Contents**

1. 1.Purpose of the Policy .....	2
2. Scope .....	2
3. Collection Development .....	2
3.1. Budget .....	2
3.2. Principles of Collection Development .....	3
3.3. Donations .....	3
3.4. Excluded Materials .....	4
4. Format-Specific Selection and Purchasing Procedure .....	4
4.1. Budget .....	4
4.2. Open Access Resources .....	5
4.3. Reference Works .....	6
4.4. Journals (Individual Titles) .....	6
4.5. Journals Collections.....	6
4.6. Databases .....	6
4.7. Materials Digitised for Module Reading Lists .....	7
4.8. Student Submissions: Projects, Theses and Dissertations .....	7
4.9. Materials and Products Collection .....	7

5. Stock Review and Disposal Strategy.....	7
--	---

## **1. Purpose of the Policy**

This policy sets out the principles that guide the development and management of our collections. It is informed by the [University Strategy](#).

One of the University's primary goals is to provide high-quality learning resources to support student success. We can assist by ensuring that we rigorously evaluate our existing portfolio in terms of value for money, and by maximising access to relevant resources, including those held by Library Services, those held in other university or specialist library collections, and those available as Open Access. Following the prohibitively expensive practices seen in the publishing industry as a response to the remote learning conditions during the pandemic, particularly around e-textbooks, we will take a critical approach to acquisition in order to promote financial sustainability, with the longer-term aim of bringing back greater control within the academy.

We liaise with the Schools to support course development by researching and recommending new resources. Our priority in recent years has been to reduce the reliance on print resources wherever possible, and this has been accentuated during the pandemic lockdown. This approach will continue as the University takes a blended delivery approach to education provision, thus maintaining the importance of remote access to students.

We aim to provide fair and sustainable access to all our resources in support of the University communities. The University is growing its research culture and Library Services will aim to support this goal.

## **2. Scope**

This policy relates to the two University libraries located at Holloway Road and Aldgate, respectively, as well as the provision of e-resources. It is reviewed bi-annually. A separate policy applies to the management of the Special Collections including the TUC Library Collection, Archive of the Irish in Britain and other constituent collections.

## **3. Collection Development**

### **3.1. Budget**

An annual budget is awarded by the University to Library Services and a proportion of this is used to support the acquisition of resources.

### 3.2. Principles of Collection Development

- a. Library Services purchases material from approved suppliers only, as set out in the University's financial regulations and in accordance with Procurement regulations, this precludes the purchase of items directly from students and academics. In order to obtain value for money we are members of the London Universities Purchasing Consortium and, where relevant, make use of favourable deals negotiated via Jisc Collections. Acquisitions are driven by titles that are included on module reading lists and updated by the lecturers on a yearly basis.
- b. Items acquired must be relevant to the taught undergraduate or postgraduate curriculum and the research interests of staff and students at all levels. Specific titles may be a mandatory resource for validation or professional accreditation of a course.
- c. Where available for purchase, preference is given to e-format rather than print. E-journals and e-books offer 24/7 access, often with simultaneous use, and e-format mitigates against the risk of loss or damage that is possible with print.
- d. Library staff review missing materials, outstanding loans and reservations with a view to acquiring additional copies, where appropriate.
- e. Academic staff must ensure the timely updating of module reading lists via the online system in order that materials can be acquired in advance of demand. Core titles should be clearly indicated as these titles will be prioritised for purchasing.
- f. Where appropriate, Library Services staff will advocate for the inclusion of Open Access e-books on reading lists (see 4.2 for rationale).
- g. Library Services will make available guides and lists, as well as Academic Liaison Librarian (ALL) support, to assist lecturers in the decolonising of reading lists in support of the University's [Education for Social Justice Framework](#)
- h. All new e-resources (except for individual e-book titles) and serial subscription order requests are supported by a business case using a standard template and sent to the Head of Library Resources and E-Strategy for approval. E-resource purchases must obtain final authorisation from the University Librarian.
- i. Our approved suppliers dispatch items to us according to the terms of their Service Level Agreements.
- j. Publications authored by University staff will be considered for purchase if they satisfy criterion 3.2b. We will, however, accept donations as a record of the research conducted by our staff.

### 3.3. Donations

- a. Items will only be accepted if they fall within the range of subjects supported by Library Services and are in good physical condition. Normally the Library will not accept gifts of older editions where the latest edition is in stock.
- b. Donated materials become the property of Library Services and may be disposed of as appropriate. We reserve the right to dispose of donations that are no longer required.

- c. Potential donors should contact the relevant ALL in the first instance with details. For substantial donations the Content, Digital and Bibliographic Systems Manager is consulted regarding the implications of adding these materials to stock.
- d. We have established a Reading for Pleasure collection of general interest books, with titles available at both libraries. The collection grows primarily through donations with a small amount of funds used to target specific titles. As we develop this collection, we are particularly focussing on authorship from underrepresented sections of society so that we may more accurately reflect the diversity of our student population.

### **3.4. Excluded Materials**

Generally, the following materials are excluded from purchase:

- a. Any material deemed not to support the curricula.
- b. Other: laboratory handbooks; ephemera, psychology tests; application software and manuals; out-of-print materials. In exceptional cases a business case may be made for this type of material.
- c. It is not the policy of Library Services to censor resources as it is necessary to allow a range of materials to support a variety of viewpoints and academic enquiry. Excluding materials will be at the discretion of the relevant Academic Liaison Librarian and the Head of Library Resources and E-Strategy, working within guidelines produced by the Chartered Institute of Library and Information Professionals.<sup>1</sup>

## **4. Format-Specific Selection and Purchasing Procedure**

### **4.1. Budget**

- a. Purchasing is primarily driven by module reading list recommendations.
- b. Where e-books are not available, paperback books are purchased in preference to hardbacks.
- c. Only current editions are ordered for stock unless there is a valid pedagogical reason for a previous edition.
- d. The preference is for unlimited user Digital Rights Management-free e-books. Where limited user access models already feature in the collection we will look to upgrade to unlimited access, where possible. Different e-book platforms have different licence models that allow a varying number of simultaneous users, based on the number of credits available. We regularly monitor for failed accesses so that we may

---

<sup>1</sup> CILIP Advice:  
<https://www.cilip.org.uk/page/FreedomOfAccessToInformation>

- purchase more credits.
- e. Library Services aims to provide all core titles appearing on module reading lists and as many additional titles as the budget allows.
  - f. If a purchase in e-book format is not possible, two copies of core titles in print will be acquired. Modules with larger student cohorts will see extra copies purchased, depending on available funds. Catalogue reservations will be regularly monitored in case extra copies of items are needed. The first copy purchased will always be a Reference copy.
  - g. The pandemic has seen a trend by certain publishers to inflate the pricing of e-books and remove them from previously available purchasing and access models. This is particularly the case with e-textbooks where, for some titles, the only option is to purchase the book on a per student basis which massively increases the cost, e.g. £40.00 per unit price x 80 students on the module = £3,200, where previously the same e-book or print copies would have cost a fraction of this to service the module. The [Jisc Learning and Teaching Reimagined](#)<sup>2</sup> report highlights how in the sector “there remains deep concern about their [digital library resources] affordability in the medium to long term.”

## 4.2. Open Access Resources

- a. Open access is freely available peer-reviewed or scholarly material published according to an open access model (free to read online, free to share digitally, free to re-use subject to attribution). It is our policy to research and make available such material via both our catalogue and resource discovery tool.
- b. It is the intention of Library Services to promote and encourage OA where possible, both as a source of reading list material using titles found on, for example, [DOAB](#) (Directory of Open Access Books); and for lecturers to publish their own outputs as OA via university presses or other platforms that promote OA publishing and which may be members of [OASPA](#) (Open Access Scholarly Publishing Association). This will help to counter some of the access and pricing practices experienced in the commercial HE publishing sector during the pandemic and Library Services will highlight this to academics in order to try to bring about change in academic culture so that there is greater recognition of the benefits that OA can bring, leading to improved control and choice.
- c. UKRI has signalled that monographs, chapters and edited works are going to be required to be OA from 2024 The Influential [cOAlition S](#) is also likely to support a move in this direction. The 2021 REF already had an OA stipulation for journal articles, so the next REF will inevitably have an even stronger focus on OA. The more our lecturers

---

<sup>2</sup> Jisc Learning and teaching reimagined: A new dawn for higher education? November, 2020, p.24  
<https://repository.jisc.ac.uk/8150/1/learning-and-teaching-reimagined-a-new-dawn-for-higher-education.pdf>

can familiarise themselves with OA, the easier will be the transition.

### **4.3. Reference Works**

These include biographical sources; general and subject encyclopaedias and dictionaries; directories and atlases.

- a. Where available and if deemed value for money, it is our policy to provide these resources electronically, either individually or in collections.
- b. Where appropriate to do so, material may be provided in print format at a specific site.
- c. Reference works are reviewed bi-annually by ALLs. Where the information has become available online, it is possible that new printed editions may not be purchased.

### **4.4. Journals (Individual Titles)**

This section refers to individual journal publications. Journals are publications in any medium, issued in successive parts bearing numerical or chronological designations, and intended to be continued indefinitely. For the sake of simplicity in this document, the term 'journals' will be used instead of serials or periodicals.

- a. We will prioritise electronic journals, but recognise that in some subject areas, especially those associated with the School of Art, Architecture and Design, print may offer a better visual experience, or print may be the only format available.

### **4.5. Journals Collections**

These are collections of journal titles from a single publisher. Collections of print-only titles are no longer acquired, unless mandatory in print format for accreditation.

- a. Journals Collections are selected based on relevance and / or core value to one or more subject areas.
- b. Where the collection is cross-disciplinary, significant coverage of one or more relevant subject areas is desirable.

### **4.6. Databases**

This section refers to collections of academic papers, whether in full-text or not. For purposes of simplicity, the term database will be used to include journals archive collections, indexing and abstracting services, technical data, maps, financial data and images.

- a. These collections are implicitly electronic in format.
- b. Collections may encompass a single discipline or be cross-disciplinary.
- c. Subscription to, or acquisition of, collections may be desirable where it

- allows for disposal of print volumes and increases access to core titles.
- d. Priority will be given to databases which have full text content rather than those that serve an abstracting and indexing purpose.
  - e. Full text databases are preferred over those that offer just abstracting and indexing.
  - f. If the budget allows, and where it is deemed to offer long term value for money, outright purchases giving perpetual access may be considered

#### **4.7. Materials Digitised for Module Reading Lists**

In accordance with our digital strategy we aim to increase the number of digitisations available through the Reading Lists System. Under the terms of our Copyright Licensing Agency Higher Education Licence, Library Services may scan individual chapters and articles from our collections in response to digitisation requests. We will, where necessary, obtain copyright-cleared scans from the British Library for inclusion on the system. We will encourage academic colleagues to digitise key chapters from core texts to increase the level of content made available online to support blended learning delivery.

#### **4.8. Student Submissions: Projects, Theses and Dissertations**

We collect only doctoral level materials. These are for reference only and may not be copied in any form. Submitted theses are added to our London Met Repository, which is periodically trawled by the British Library's EThOS service so that our doctoral outputs are displayed on this platform as well, thus enhancing their global presence.

#### **4.9. Materials and Products Collection**

The Materials and Products Collection consists of examples of different building and design products to allow students to see the finishes, strength, colour, flexibility and all manner of other material properties at first hand. Suppliers are contacted to request samples and product catalogues.

### **5. Stock Review and Disposal Strategy**

#### **5.1. Reviewing Material**

- a. It is the Library's policy to withdraw from stock items where there is no reasonable expectation of use in support of the University's objectives in learning, teaching and research.
- b. Stock is reviewed on a regular basis. ALLs have overall responsibility for stock review based on their knowledge of the material and the courses that it supports but consult with academic staff where necessary.
- c. Where different courses use the same materials, more than one ALL may be involved in the review.

- d. We are legally obliged to hold the original copy of both books and periodicals if content from these has been digitised for module reading lists. They must not be withdrawn.
- e. Items from the main collection may be transferred to the Special Collections on a case by case basis if they meet any of the following criteria:
  - i. They are about London and its environs
  - ii. They are grey literature
  - iii. They are about the furniture industry
  - iv. They are about the Irish diaspora in Britain
  - v. They are authored by current or past staff of the University
  - vi. They concern Art, Architecture and Design and Planning

## **5.2. Criteria for Withdrawal: Print and Audio-Visual Materials**

- a. Items which are in poor physical condition are only replaced where the item is in demand and still in print. As in-house repairs are time-consuming, we only repair where damage is minor and it is not possible to obtain another copy.
- b. For material available for loan, we use circulation data taken from our library management system in order to identify materials for withdrawal.
- c. We will delete from stock all but the current or previous edition of a title unless there is a valid pedagogical reason not to do so.

## **5.3. Criteria for Withdrawal: Electronic Materials**

- a. All e-journal and e-resource subscriptions are reviewed on an annual basis.
- b. A business case is required for renewal of all e-resource subscriptions. Consideration must be given to usage statistics, student numbers, and the investigation and trialling of possible alternatives.
- c. Earlier editions of e-books are suppressed if a later one is purchased.

## **5.4. Disposal**

Items identified for withdrawal will be disposed of ethically. Books may be redistributed to appropriate organisations and are never used for landfill. Library Services partner with [The Book Rescuers](#) who work with the African Children's Education Trust (A-CET). Any income returned is re-invested in the Library Services book budget.