LIBRARY COLLECTION DEVELOPMENT POLICY

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Contents

1. Purpose of the Policy

This policy sets out the principles that guide the development and management of the University's collections and the provision of access to this content. In consultation with the academic community, Library Services provides sustainable collections to support and strengthen learning, teaching and research in alignment with current and future strategic objectives of the University.

One of the University's primary goals is to provide high-quality learning resources to support student success. We can assist in this by ensuring that we rigorously evaluate our existing portfolio in terms of value for money, and by maximising access to relevant resources, which will support the curriculum and stimulate excellence in learning and teaching; inspire creativity and independent learning; and promote a vibrant research culture which is growing within the University. Within this remit is the continuing commitment to diversifying the collection to include under-represented voices and identities and promote an international focus.

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 we aim to provide fair and sustainable access to all our resources in support of the University communities.

Library Services is committed to the continuous review of our collections to ensure they are relevant, up-to-date, cost-efficient, easily accessible, and in good physical condition. We will also review and update this policy regularly, in line with the University's developing strategic aims and policies, to ensure that it continues to meet the needs of our academic community.

2. Scope

This policy relates to the two University libraries located at Holloway Road and Aldgate, respectively, as well as the provision of online resources. It is reviewed biennially.

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. Users

The Library collections are developed with the aim of supporting the education and research of its users. Full details of borrowing entitlements can be found on our website. The users of the collections are:

3.1 Current staff and students of London Metropolitan University
Current staff and students are entitled to access all of the Library's resources. All Honorary / Visiting Appointments including Emeritus Professors can obtain access to the libraries, however, they must be registered first as an associate in

the University's IT accounts system.

3.2 Students on validated courses and LMU partnerships

Students on validated courses or from partner institutions and any staff involved in their instruction receive remote access to specified online resources by arrangement only. These online resources, available where the licences permit, are accessible from the partnership library guides pages.

Students from these groups may access the print collections on a reference only basis by visiting either Library.

3.3 Short course students

Short course students may access the print collections.

Dependent on length of the course and liaison between the course leader and Library, online resources may be available.

3.4 Alumni

Alumni membership gives access to print collection on a reference only basis. For a fee, they can borrow books. Up to date details on this can be found on the Library website.

They can only access online resources that are identified as walk-in ones through the walk-in access links available on the library guides.

3.5 Members of reciprocal access schemes (e.g. SCONUL Access and M25 Access Scheme)

Users may access the print collections on a reference or loan basis depending on their SCONUL band, e.g. UG or Research.

Online resources, where the licences permit, are accessible through the walk-in access links available on the library guides.

4. Collection Development

4.1 Budget

An annual budget is allocated by the University to Library Services for the purposes of acquisition of academic resources and content. This budget is sub-divided into a number of funds dedicated to different publication types and discipline areas. Budget expenditure is closely monitored using the Library Management System and other Library Services records.

Library Services purchases material through approved procurement routes only, as set out in the University's financial regulations and in accordance with Procurement regulations. These regulations preclude the purchase of items directly from students and academics.

To maximise value and procurement regulation compliance, Library Services makes use of Framework Agreements for the UK HE sector for both book and

periodical purchases, as well as national e-content agreements negotiated by Jisc Collections.

4.2 Principles of Collection Development

a. Acquisitions are driven by titles that are included on module reading lists and updated by the lecturers on a yearly basis. Academic staff must ensure the timely updating of module reading lists via the online system in order that required library resources can be acquired in advance of demand. This includes using system functionality to indicate the priority level of individual publications – i.e. Core or Additional.

b. 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.

c. Items acquired must be relevant to the taught undergraduate or postgraduate curriculum and the research interests of staff and students at all levels.

d. 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

e. All subscription resources, including online resources and serials, are managed on an annual review cycle and decisions on renewing resources or purchasing new ones made in the summer period

f. Publications authored by University staff will be considered for purchase where their content is relevant to the University's broader student and researcher community. Priority will be given to publications required for teaching purposes. Donations of print copies of staff-authored books are also welcomed.

4.3 Donations

a. Due to pressures of space and staff time, Library Services does not normally accept gifts of books, journals or other materials unless they fill significant gaps in the existing collection or appreciably support the University's research and teaching.

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 either not perceived to be relevant to our users or are no longer required at a future date.

c. 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 of books where we already own a newer edition.

4.4 Excluded Materials

a. London Metropolitan University recognises the paramount importance of Freedom of Speech and Academic Freedom. The University

acknowledges their vital role in fostering a culture of vigorous and open debate within the law, while being mindful of the University's values as stated in its Strategy. While these freedoms encompass even unpopular or challenging ideas, they do not extend to violence, threats, intimidation, or discriminatory speech. We champion honest dialogue, respectful engagement with diverse viewpoints, and responsible expression within a safe and inclusive community. Our detailed Freedom of Speech Code of Practice provides further guidance on upholding these principles. In the event of a conflict between the contents of this policy and the Freedom of Speech Code of Practice, the provisions of the Freedom of Speech Code of Practice will prevail.

b. 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 Academic Liaison and Content, working within the Freedom of access to information guidelines produced by the Chartered Institute of Library and Information Professionals.

c. London Metropolitan University Library is committed to fostering an inclusive, respectful, and intellectually open environment. In alignment with the University's commitment to equity and inclusion, the Library supports the development of collections that reflect a broad spectrum of voices, experiences, and knowledge traditions.

We recognise that some materials may contain language, imagery, or perspectives that users find sensitive or harmful. These materials may reflect the historical, cultural, or academic context in which they were produced. Their presence in our collections does not imply endorsement but reflects our commitment to supporting critical inquiry and diverse scholarship.

Users who encounter material they find concerning are invited to submit feedback via library@londonmet.ac.uk. All concerns will be reviewed in accordance with our Collection Development Policy, professional standards, and legal obligations. Where appropriate, cataloguing or contextual notes may be added to support understanding and respectful engagement.

4.5 Accessibility

a. Library Services is committed to ensuring that all our authorised users are able to access and utilise all of the Library collections.
b. Library users requiring specific accessibility services will need to be referred to Library Services by the Disability Services Team (DDS). Individual support for these services can then be offered to students in order to maximise discovery and use of our collections.
c. Eligible students who have been referred by DDS can be signed up by the Academic Liaison Librarians or their Disabilities and Dyslexia Advisor to

RNIB Bookshare, and supported in its use

d. Accessibility considerations will be factored in when selecting resources. Library Services will:
  i. check third-party web platforms are compliant with WCAG 2.1 at AA level

e. Where this is not possible Library Services will:
  i. work with suppliers to achieve greater accessibility
  ii. communicate to users ways in which barriers limiting access to web content can be mitigated

5 Format-Specific Selection and Purchasing Procedure

5.1 Reading List Material

a. Library Services aims to provide access to all Core book titles on module reading lists and as many Additional titles as the budget allows. Academic staff are responsible for ensuring the timely supply of reading lists to the Library. Ideally these should be submitted as early as possible so that publications can be procured in advance of demand.

b. The deadlines for publishing reading lists are:
  • 30th June for modules starting in the Semester One.
  • 15th November for modules starting in Semester Two.
  Reading list requests received after these dates may not be fulfilled in time for the start of semesters.

  Academic colleagues are encouraged to make use of the existing library collection where possible. However, Library Services aims to purchase all Core reading list book titles where these are not already in the collection. E-book versions will be prioritised where available for institutional purchase and subject to price limits.

c. Only current editions of books are ordered for stock unless there is a valid pedagogical reason for a previous edition.

d. In some cases, it may not be possible to purchase resources if they are not available through reasonable purchasing channels, i.e. Out of Print books

e. E-books are purchased on the best value available licence level in each case based on specialist staff judgement and pricing level. Unlimited Concurrent User licences are preferred where possible but in many cases more limited licences may be necessary. Limited licence e-books are monitored for heavy usage and the licences upgraded in response to demand where necessary.

f. If a purchase in e-book format is not possible, print copies of the book title will be purchased in quantities in proportion with current student numbers on the module. Modules with larger student cohorts will see extra copies purchased, depending on available funds.

g. There are circumstances where even if online versions are available, it will still be necessary to purchase the print format instead either instead of or to complement online access. For example, where:
  i. the online version is not available for purchase by libraries
  ii. the online version has licensing or access restrictions that make it unsuitable for shared library use
  iii. the cost of the e-book is too high and does not represent good

value for money.

5.2 Non Reading List Materials

a. Library Services actively encourages students, academic and research staff to recommend material to be added to our collection to support teaching and research activity across London Met subject disciplines. We will also investigate more user-led purchasing models to enhance our collections in areas including supporting career development and study skills, as well as equality and diversity, wellbeing and leisure. Current schemes include Reading for Pleasure, and Request It. Books will be ordered directly from these requests after review and when budget allows.
   i. Any subscription online resources requests made this way will be reviewed annually by Library Services staff, see 5.3 and 5.4
b. A small-scale Reading for Pleasure collection of general interest print books is maintained by Library Services. This is primarily provided through donations from library users and is focused on fiction and non-academic book titles. New additions to this collection are particularly focused on authorship from underrepresented sections of society so that we may more accurately reflect the diversity of our student population.
c. Academic Liaison Librarians actively identify gaps in the collections and, using a small Collection Development fund allocated to each School, will acquire resources accordingly to supplement the Library collections.

5.3 Subscriptions to Journals (Individual Titles)
Journals are publications in any medium, issued in successive parts bearing numerical or chronological designations, and intended to be continued indefinitely.

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 format may offer a better visual experience, or may be the only format available.

b. Current library journal subscriptions are reviewed on an annual basis by Academic Liaison Librarians and Library Managers in consultation with academic staff, and decisions are made on renewals, changes to subscription packages and any proposed new resources are reviewed at this time. Since subscriptions are ongoing costs and the budget is already fully committed, commencement of new subscriptions will generally depend on the cancellation of other existing subscriptions.

5.4 Subscriptions to Online Resources and Content Packages

Online resources subscriptions include subscriptions to database packages, ebook collections, online journals, journals archive collections, indexing and abstracting services, technical data, maps, financial data and images. They are reviewed on an annual basis by Academic Liaison Librarians and Library Managers in consultation with academic staff, and decisions are made on renewals, changes to subscription packages and proposed new resources at this time.

a. Priority will be given to databases which have full text content rather than those that serve an abstracting and indexing purpose.
b. If the budget allows, and where it is deemed to offer long term value for money, outright purchases giving perpetual access may be considered
c. The criteria for reviewing and continuing an existing subscription is based on:
   i. level of usage - Where available, database and e-book usage data will be obtained from the publisher or supplier for this purpose
   ii. inclusion on reading lists
   iii. course dependency on the resource and if it is required for accreditation
   iv. changes in the subject areas offered by Schools
   v. present share of the total budget devoted to online resource subscriptions.
d. Consideration will be given to usage statistics, student numbers, and the investigation and trialling of possible alternatives before removing an online resource.

5.5 Digitised Extracts for Module Reading Lists

Library Services operates a Reading List Digitised Extracts service, which is used to provide access to specific book chapters and journal articles on reading lists. This is available where the required chapter or article is either only available in print format in our collection, or is not in our current collection in any format.

This service is governed by the University's Copyright Licensing Agency HE Licence and is limited to a single chapter or article from any given publication on each module reading list. Academic staff can make a request by using the 'Request Digitisation' option within any reading list on the online system.

5.6 Film and TV programmes

Film and TV programmes are generally made available through licensed streaming services and/or bought on DVD. Other audio-visual material, such as images or music files, is accessible through licensed online resources.

5.7 Student Submissions: Projects, Theses and Dissertations

We collect only doctoral level student theses authored by London Met students for the library collection. Theses are added to the collection in digital format by default via the London Met Repository service operated by Library Services, and theses are made available on Open Access to facilitate wider dissemination of research. Digital theses in the Repository are made discoverable externally by making metadata available to search services such as CORE and EThOS.

A print collection of historical London Met doctoral theses is also maintained, and these print copies are accessible on reference access

only within the Library building.

5.8 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. This collection is primarily intended to support the School of Art, Architecture and Design. A small budget is made available annually to facilitate purchase of new materials for this collection.

6 Alternatives to paid resource acquisition

6.1 London Metropolitan University Repository

Library Services provides access to research produced by the University's staff and research students via the London Met Repository, which provides full-text Open Access full text and metadata for research outputs authored by staff and research students. Provision of full text access in the Repository is subject to licensing permissions from publishers.

6.2 Request It! Service (Inter-Library Loans)

Library Services provides the Request It! Service to all London Met students and staff. This enables our users to request access to books, chapters and journal articles where the required publication is not already available in the library collection.

These requests are generally fulfilled through the external Inter-Library Loan network. However, in some cases requests may be fulfilled through purchase of print books or e-books for the London Met collection where the requested publication is believed to be relevant to other users.

6.3 Access to other libraries and resources

Information on using other libraries can be found on the Library Services website.

London Metropolitan is part of the Society of College, National and University Libraries (SCONUL) Access Scheme. The SCONUL Access Scheme allows staff and students to use for reference purposes, and in some cases borrow from, the libraries of member institutions in the UK and Ireland.

6.4 Open Access publications

It is the intention of Library Services to promote and encourage Open Access publications, e-journals, ebooks, and data by including them as part of our collections alongside purchased material. This will be done

by:
  a. encouraging their use as a source of reading list material
  b. supporting lecturers to publish their own outputs as OA via university presses or other platforms that promote OA publishing.
  c. ensuring that metadata for OA publications is harvested by library discovery systems
  d. linking to OA publications in A-Z listings and subject guides

7 Stock Review and Disposal Strategy

7.1 Reviewing Material

  a. Library Services reviews the current collection on a regular basis to ensure it is relevant to current teaching. We will withdraw from stock items where there is no reasonable expectation of use in support of the University's objectives in learning, teaching, and research, and will consult with academic staff where necessary.
  b. 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.
  c. Physical items from the main collection may be transferred to the University's 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 relevant to the subject matter of the existing special collections
    iii. They are about the furniture industry
    iv. They are about the Irish diaspora in Britain

    Before transfer, Jisc Library Hub Discover will be checked to find out whether there are copies of the titles in question in multiple local locations which are accessible to our staff and students.

7.2 Criteria for Withdrawal: Print and Audio-Visual Materials
Print and audio-visual items may be withdrawn from the library collection in the following situations:

  a. The content is judged to be outdated and no longer relevant for current teaching or research purposes
  b. The copies are of a superseded edition of a book title where we also own a newer edition and there is no academic reason for retention of the older version
  c. The item is in poor physical condition (replacement copies may be purchased where the publication is still in demand)
  d. The item has not been used / borrowed for an extended period (based on usage data from the Library Management System)

7.3 Criteria for Withdrawal: Electronic Materials

a. All e-journal and online resource subscriptions are reviewed on an annual basis and access to subscription content may be withdrawn in the event of cancellation. See 5.4 for further information on this process.
b. Superseded editions of e-books may be removed from the visible library collection where the content is judged to be outdated.

7.4 Disposal

Physical 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.