

University Library Collection Development and Management Policy 2020-21

1. Executive Summary

Anglia Ruskin University Library supports our University's strategic objectives by ensuring that students and staff have seamless and timely access to a wide range of library services, excellent learning support and high-quality information resources. The Collection Development and Management Policy has been designed to provide a framework to underpin the development and management of the University Library's (UL) collection of information resources and the provision of access to content within the context of the University's strategic objectives and the UL's planning priorities.

This policy sets out general statements, principles and guidelines for:

- the selection and acquisition of books, journals and other resources
- the evaluation and withdrawal of stock and cancellation of subscriptions
- the provision of access to content and resources, some of which are not necessarily held at Anglia Ruskin University
- the location and circulation of physical materials

The process of selecting resources for the UL is a co-operative partnership between academic staff and UL staff. Through a shared understanding and a consistent approach, we ensure that the resources we select and manage are relevant, support the curriculum, and represent good value for money.

Our University's strategy advocates electronic reading lists for all taught modules, which are managed through ReadingLists@Anglia. The selection of resources includes a key text that students are encouraged to purchase, with the exception of level 4 course modules, where the key text is made available to each student as an individual e-textbook via our supplier Kortext.

We actively aim to ensure highly responsive, student-centred collection development processes that reflect emerging trends for accessing content, including new modes of scholarly publication, such as Open Access. Where available, in line with our "electronic first" principle, we purchase electronic versions because they enable wider access, support distance learners and save physical space. E-books will, as far as possible, be made accessible through demand-driven acquisition models, which trigger a purchase only when an e-book has been accessed. This ensures a direct link between value delivery and investment. The UL is also actively involved in the provision of access to research data and information. Access to resources not held within our collections is provided through document delivery, interlibrary loan services and participation in collaborative schemes which allow our staff and students to use other university libraries.

The UL is committed to the continuous review of our collection to ensure that it is relevant, up-to-date, cost-efficient, easily accessed and in good physical condition.

We review and update this policy annually, in line with corporate objectives and timescales, to ensure that it continues to meet the needs of our academic community.

2. Policy Statements

- We maintain and develop collections to support learning, teaching and research.
- We ensure ease of access to information resources and collaborate with external agencies and organisations to enable access to a wider range of resources.
- We aim to provide inclusive access to our library resources (as far as is reasonable and in line with the EU directive on web accessibility).
- We actively purchase and promote electronic media in collection development and management.
- We are committed to the concept of self-renewing collections and adhere to a process of regular stock review and audit to ensure an emphasis on materials which are required to meet the needs of current research and teaching. Physical materials are also reviewed in relation to the collection space available.
- We actively listen and act on customer feedback to inform the development of and accessibility to the UL's collections, within our budget constraints.
- We are committed to the ethical disposal and/or recycling of de-selected materials aligned with our university's environmental and sustainability policies.
- We seek to maximise access to our electronic resources within the terms of the licence provider. We comply with the UK's Copyright Licensing Agency comprehensive scanning licence to provide access to relevant digital media.

3. Collection Development guidelines

3.1 Principles

- We promote and apply an “electronic first” principle, whereby electronic versions are considered for purchase first before considering physical versions, mindful of publisher’s frequent changes and additional costs for uninterrupted access to content. This principle is especially applied to books, journal subscriptions and interlibrary loans (Secure Electronic Delivery (SED)).
- We work closely with consortia including JISC and SUPC and apply best practice with regards to cost-effective and value for money procurement by taking advantage of purchasing agreements and shelf-ready supply. We actively negotiate pricing of e-resource database subscription licences that are not covered by such agreements.
- We actively promote and investigate new models for providing access to content and aim to ensure highly responsive student-centred collection development processes, including demand-driven acquisition models. Our engagement with course and student representatives ensures alignment of resources within budget priorities and awareness of new models in accessing content.
- We do not purchase texts, journals or specialist software packages for academic staff or departments. Nor can we accept copies sent "on approval" unless these are given as a donation.
- We are committed to compliance with the EU directive on web accessibility. As such, we embrace inclusive practice with all documents we digitise by making these available as an accessible PDF. Furthermore, we lobby all suppliers to adhere to the EU directive on web accessibility and to provide accessibility statements, which are made available to customers. We check the accessibility of a resource during the procurement process and use the [JISC checklist](#).

3.2 Budget

The UL is allocated an annual budget for the purchase of all its information resources.

The budget is top-sliced to fund cross-disciplinary resources and the remaining balance nominally allocated to faculties. Expenditure is shared by the Subject Librarian team and the Content Delivery functional area and the ultimate responsibility for expenditure from these budgets rests with the Subject Librarian team.

The UL is currently planning to fully embed value based budgeting exercises for its subscriptions. Value based budgeting exercises build on the principles of zero based budgeting and ensure an efficient allocation of financial resources through an optimised alignment of the portfolio of information resources with the curriculum, needs and requirements by staff and students. This addresses current requirements within the HE sector in terms of the transparency, accountability and the demonstration of value for money.

3.3 Selection

Resources are selected using the following criteria:

- Relevance to teaching and research within our University, such as reading list material
- Currency, especially in areas where information dates quickly
- Academic significance and intellectual level
- Strength of current holdings
- Anticipated demand
- Price and value for money
- Availability of space
- Availability of digital information in a format which ensures access to multiple and off-campus users
- Compatibility with existing library systems and interoperability with commercial systems
- Adaptable to accessible/inclusive formats
- Availability elsewhere, particularly at another Anglia Ruskin University site

We will not exclude material from the library on the grounds of ethnicity, gender, sexuality, religious or political bias.

Taught course provision/Reading list material

- Academic staff are responsible for ensuring that the UL is notified of all new course developments, including distance courses, at the proposal stage of curriculum planning. New information resources, including journal subscriptions, should be discussed with Subject Librarians at least two months before the start of the course to assess the impact on budgets, current resources and enable procurement of new items. We otherwise can't guarantee that resources would be in place for the beginning of the course.
- We do not have a specific fund for building up retrospective collections and such purchases can only be made if Faculties are able to provide start-up funding.
- Any organisation running an Anglia Ruskin course under a franchise/joint venture arrangement has a responsibility to provide sufficient library materials and support as part of the contract as outlined in the Senate Code of Practice on Collaborative provision.
- In September 2013, our university endorsed the introduction of an online Reading Lists system – ReadingLists@Anglia – to provide streamlined access to module readings. Where possible, a key text is indicated and students are encouraged to purchase this, with the exception of eligible level 4 students, who receive an individual e-textbook of their key texts via our supplier Kortext. We aim to ensure that the reading lists on ReadingLists@Anglia reflect the diversity of our student

population and are intending to support any pilots by the university to increase the diversification of the curriculum and relevant reading lists.

- We will provide access to all key items recommended by academic staff on their reading list in support of their taught course or module, taking into account the fact that, since September 2019, eligible level 4 students have been given access to their own individual e-textbook copy of the key text for their modules. It is therefore crucial that all key items are indicated clearly as such on the reading list.
- E-books recommended on reading lists will, as far as possible, be made accessible in Library Search through demand-driven acquisition models, which trigger a rental or a purchase only when an e-book has been used. Titles that cannot be made accessible through these models will be purchased by the UL on a multiple user licence where available. Our preference is always to purchase digital content in a format that allows concurrent user access. Some publishers only offer the digital rights on single-user licences and we strongly discourage these items to be placed on reading lists, unless the content is of interest to only a limited number of users. Your Subject Librarian can discuss alternatives with you or advise you of the different e-book licences available.
- Items on reading lists are prioritised. We can purchase non-reading list items subject to the selection criteria and affordability.
- We will not normally try to acquire items that are out of print and are available in a more recent edition. It may not be possible to obtain copies of out of print materials.
- Our digitisation service provides seamless access to digitised content, i.e. recommended articles and chapters in books, in conjunction with ReadingLists@Anglia, to meet the resource needs of the curriculum. It can be used to provide reading list content to students in preference to purchasing it. This service operates in accordance with [CLA Scanning Licence Regulations](#).

Journals

Requests from academic staff for new journal subscriptions should indicate why the subscription is necessary (e.g. supports a new course or fills a gap in existing provision) and whether it can be funded by cancellation/s of similar value. This should be discussed with your Subject Librarian. Where funding is not available to purchase a new subscription, the interlibrary loan service and the digitisation service are recommended. In addition, requests can be submitted via subject team members for consideration at the E-resources review meeting, which takes place quarterly.

E-resources

Requests from academic staff for new e-resource subscriptions should indicate why the subscription is necessary (e.g. supports a new course or fills a gap in existing provision) and whether it can be funded by cancellation/s of similar value. In addition, requests can be submitted via subject team members to the E-resources review meeting which meets quarterly.

Provision to support research

- We actively engage with stakeholders in ARU's priority research areas to discuss their specific resource requirements.
- We develop and test new approaches to content acquisition for specialist research resources, subject to cost-benefit considerations.
- We offer interlibrary loans and collaborative schemes with other libraries, such as SCONUL Access.

Audio-visual material

- We acquire material in a range of non-book formats to support teaching, learning and research, including DVD and CD.
- We subscribe to Box of Broadcasts (BoB), a shared recording and media archive service, hosted by the British Universities Film and Video Council (BUFVC).

Donations

- Donations or gifts of library materials will be added to the collection if they have been evaluated and fit within the framework of the Collection Development and Management Policy. Time and staff resource required to add donations to the collection are an additional consideration. Such items become part of the library collection and library staff are responsible for determining the best location for these resources.
- Items that cannot be integrated within the collection will be declined. Donated materials are subject to the same de-selection criteria as other library materials.

Suggestions

Staff and students are encouraged to make suggestions for improving the collections in line with the Collection Development and Management Policy. We encourage this through our website at [Recommend a Book](#). However, ultimate responsibility for the selection, development and management of the collection rests with library staff. Academic Staff should continue to discuss new reading list material by contacting their subject librarians.

3.4 Research data and information, Open Access Publishing and Repository

ARRO and Open Access

The UL is committed to the principles of open access. We support the strategic goal of making research outputs available as widely as possible in response to local, funder and government policies. We support this at an operational level through the management of our institutional repository - Anglia Ruskin Research Online (ARRO) - and the curation of metadata and outputs. We also provide expertise with regard to open access policies, access rights and copyright issues.

Alongside colleagues in RIDO, we co-manage ARU's research information system – Symplectic Elements – which is used by researchers to claim and verify research outputs and which provides a record of our institutional research activity.

University Theses

Since the academic year 2015/2016, the University's Research Degree Regulations have required research degree candidates to deposit a copy of their electronic thesis in ARRO. Print theses (prior to 2015/2016) are kept in a secure location and their consultation is regulated by and subject to the laws of copyright.

Research data management

The UL believes that the open sharing of research data, where possible, is a public good. We work with colleagues across campus to provide support for research data management in accordance with university policies and funders' and publishers' requirements. In late 2019 we established an institutional data repository (ARU Figshare) to support researchers with data sharing.

Exam papers database

This service hosted by the UL gives online access to Anglia Ruskin examination papers to staff and students of the University. The database holds papers from a large number of academic departments from the current 5 years. Not all papers (e.g. resits, multiple-choice papers and certain other papers) are necessarily available. We only include those papers supplied to us by the University's Academic Office.

3.5 Interlibrary loans and document delivery

Interlibrary Loan requests can be placed for a loan, a digitised copy or a print copy from books and journals that do not appear on the UL website and are not available freely via the internet. In line with our "electronic first" principle, we encourage use of Secure Electronic Delivery (SED). Where an interlibrary loan request is placed for an electronic copy of a thesis that is currently held by another institution in print format only, the patron would be expected to cover the digitisation fee.

4 Collection management guidelines

4.1 Evaluation and de-selection

Print and electronic books

- The number of multiple copies of physical items will be reduced as use diminishes over time.
- Items that have not been used based on usage statistics, may be de-selected after 3 years of inactivity.
- Superseded editions are always removed unless there is a reason to believe they are research texts, or contain valuable content omitted from the new edition.
- Items in poor physical condition which cannot be repaired will be removed.
- Old editions of e-books will be removed from Library Search as required.

Print and electronic journals

- The retention period for print journal titles is subject to review and will not exceed 10 years unless there are good academic reasons for maintaining a longer back run.
- Back runs of print journal titles will not normally be retained where a secure electronic version is available.
- The format in which journal back runs are made available is decided depending on access, cost and space considerations.
- Incomplete and short runs of a print journal title will not normally be retained after publication has ceased or a subscription has been cancelled.
- Newsletters and trade magazines will not normally be retained beyond a year.
- A range of metrics, e.g. cost-per-use, is used to evaluate e-journal subscriptions.

E-resources

- E-resource database subscriptions are reviewed on a quarterly basis at the E-resources review meeting.
- We use cost-per-use analyses and other criteria, such as relevancy, for these evaluations in order to maximise value for money and return on investment, as well as a transparent and data-driven approach to the management of our e-resources collection
- We have recently refined the evaluation process further by requiring the Subject Librarian team to provide a business case to demonstrate value delivery for all e-resource database subscriptions with a cost-per-use metric of £1 and above.

4.2 Replacement

The UL will replace missing or damaged items if they still meet the selection criteria, the cost is reasonable and the frequency of use justifies replacement or if the item is on a reading list. The “electronic first” principle applies.

4.3 Location and circulation of physical materials

Main Collection

The Main collection contains loanable and a small number of Reference items. The loanable items are available for auto-renewal 7 days before they are due and up to a limit of 365 days. They may be subject to recall when requested.

Secure Short Loan Collection

Items that are expensive, liable to be stolen or in heavy demand, difficult to replace or fragile, have been placed in a secure Short Loan Collection and are available on request. This is a closed collection.

DVD and CD Collections

Items support a broad range of subjects and have standard and reference loan periods. Multi region or Region 2 format is purchased when available. Blu-ray are only purchased when standard format discs are not available. All items are kept in secure cases which can be unlocked at helpdesks or library exits.

Music Scores Collection

The collection supports the Music and Performing Arts department at the Cambridge site. The print collection contains a variety of scores including study scores, libretti and performance scores.

All UL collections are required to undergo a regular review by the Collections Management Group, evaluating their value within the context of curriculum requirements, usage and space considerations. Proposals for new collections may be raised by academics with the relevant subject librarian. If the Subject Librarian team deem it possible for a robust business case to be made, a proposal paper will be presented to the Collections Management Group for decision.

Details of our loans policy can be found on our website.

Collections Management Group

May 2020. Next review due March 2021

Appendix 1

Value for money and return on investment in relation to collection management:

- We ensure economy by negotiating with suppliers all annual price increases above 3% on subscribed electronic resources and by entering into multi-year subscription agreements that contain a fixed price increase at or below 3.5%. This has enabled us to maintain an overall average price increase of 4% on all our subscribed electronic resources in 18-19, as documented in our financial records.

We ensure efficiency and effectiveness by reviewing detailed cost-per-use analyses on all our subscribed electronic journals as the subscriptions come up for renewal.

We review similar cost-per-use analyses for electronic resources at quarterly review meetings before a subscription renewal is approved. A robust system is in place whereby the value of all e-resources subscriptions with a cost-per-view figure above the benchmark figure of £1 per metric needs to be outlined and considered via a written business case, in order to arrive at a decision as to whether continuation of this subscription is justified. This decision also takes year-on-year trends regarding cost-per-use metrics of the respective resources into account.

Based on such decisions, subscription cancellations and replacements have taken place and are documented in our internal records.

Within big electronic journal bundle deals, all journal titles with a cost-per-view figure above the benchmark figure of £5 are considered for substitution by new journal titles with a lower anticipated cost-per-view figure as the subscriptions come up for renewal. We actively participate in Jisc Collections negotiations with relevant suppliers, with the aim of achieving not only transformative Read&Publish agreements for these big electronic journal bundle deals that are sustainable for our university in the short term, but also a more radical longer-term change of this scholarly communications model to benefit our university and the HE sector more widely. In conjunction with this, we are currently undertaking a scenario modelling exercise and opening up discussions within our university more widely around these big deals, in order to ensure that our any of the relevant big deal subscriptions continue to present the most efficient and effective option for us.

All benchmark figures are reviewed and re-set annually.

- We ensure efficiency and effectiveness by running content overlap analyses on selected electronic resources and as a result cancelling or changing our subscriptions to either achieve better economy and efficiency through cost savings or increase effectiveness by freeing up financial resources to acquire unique content.
- We ensure efficiency and effectiveness by fully embedding patron-driven acquisitions models for electronic book rentals and purchases in 18-19. 100% of the e-books purchased through such projects have been used by university staff and students at least once, thereby ensuring a direct link between value delivery and investment.
- In order to increase equity of access, we are committed to compliance with the EU directive on web accessibility, have produced and made available on the University Library website a comprehensive accessibility guide for our whole

range of e-book and e-resources platforms. We are also offering access to alternative formats of e-books via the RNIB Bookshare service.

- An “electronic first” principle is now firmly embedded in our Collection Development and Management Policy, whereby electronic versions are considered for purchase first before considering physical versions. This principle is especially applied to books, journal subscriptions and interlibrary loans (Secure Electronic Delivery (SED)). This has increased efficiency and equity.
- We are members of the Southern University Purchasing Consortium (SUPC) Library Group. As such, we are committed to using preferred suppliers, wherever possible, according to the relevant purchasing agreements in place for the supply of information resources. This enables us to achieve quantifiable savings through discounts, as well as ensuring high levels of service, including the fulfilment of accessibility requirements. This ensures economy, efficiency and equity.
- Furthermore, we ensure economy and efficiency by actively participating in consultation exercises to support supplier negotiations by the Jisc Collections Consortium and other intermediary bodies and are committed to using Jisc Collections agreements for our subscriptions wherever possible.