Regent's University London Library Services Collection Development and Management Policy

University Librarian

August 2017 updated April 2018 and July 2019

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Collection Development and Management Policy for Regent's University London Library Services 2019

Introduction

The purpose of this policy is to set out the principles and guidelines of the management and development of the collection of the RUL (Regent's University London) Library Services.

The Collection Development and Management Policy is informed by the Learning Teaching and Assessment Strategy and the Academic and Education Developments -Library Services Operational plan and will respond to any changes in these strategies.

Under the 6 priorities of the Regent's University London, Learning Teaching and Assessment Strategy – priority 2 – Interactive and Inclusive learning - one of the points is to improve the equality and where appropriate the quantity of learning resources available to students to maximise time on tasks outside the formal classroom context.

Excellent library resources contribute significantly to the students learning experience.

1. Executive summary

The library services at Regent's University London aim to support the teaching, learning and research by building and managing its collections to meet the changing needs of the faculties and institutes.

They aim to:
- Provide information resources needed to support teaching, learning and research
- Provide information resources to support professional services, staff development and learning activities for the University
- Deliver information to users in a variety of formats to suit the needs of teaching and learning
- Ensure that stock is relevant and up to date

This Collection Development Policy covers all areas of the collection and is a guide for library staff, especially Academic Liaison Librarians on the management of the library stock at Park Campus and Marylebone Resource Centre.

The policy sets out general principles and guidelines for:
- Selection and acquisition of stock in all formats
- Withdrawal of stock
- Review of journals and other subscriptions

The library service aims to make the collections and resources available to the user in an efficient and cost effective way. Space and budget management, withdrawal of outdated and not relevant stock, cancellation of journals and other subscriptions are reviewed regularly to ensure that the stock reflects the current curriculum delivery.

The library service aims to provide the best access to the electronic resources that are subscribed to, enabling all users access whether on or offsite.

2. Collections

Regent's University London has a main library at Park Campus and a small resource centre at the Marylebone Campus. Both sites reflect the subjects taught at each site.

Park Campus library provides resources for:
- Faculty of Business and Management
- Faculty of Humanities, Arts & Social Sciences (HASS) which includes

> **Regent's School of Psychotherapy and Psychology**
> **Regent's School of Art**
> **Regent's School of Liberal Studies**

Regent's Institute of Languages and Culture

Marylebone Resource Centre provides reference resources for:

Fashion and Design

The table below identifies the location of resources as at August 2019. All resources are available to all students and staff across both campuses.

	Park Campus Library	Marylebone Resource Centre
Books (number of print items)	38,613	1,568
DVDs	4,068 general collection	No
Theses and dissertations (print)	118 – postgraduate and PhD	No
Print journals	Yes -subject specific and general	Yes – subject specific
Electronic resources – journals and books	Yes - accessible on and off campus	Yes – accessible on and off campus
Trade publications	Yes	Yes
National Newspapers – print and electronic	Yes	Yes
International Newspapers -print and electronic	Yes	No

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3. Collection Development

3.1 Principles

The Library Service aims to provide a wide range of resources with reading list materials for courses taking priority. The majority of the books and monographs ordered will be placed through the nominated library supplier to take advantage of discounts and shelf ready supply, limiting the time from ordering to being available to users.

3.2 Validated programmes: materials on reading lists

Reading list materials the following guidelines should apply:
- Before the validation process for new and existing programmes, all reading lists will be checked to identify gaps in the collection. On confirmation of validation, stock will be acquired to support the programme subject to budget availability.
- Talis reading list software will be used to manage items on reading lists. This include physical and digital books, anything accessible through RULDiscovery and additionally anything available on the web.
- Talis reading list software is used as it provides live, dynamic information on the availability of items in the library, including whether items are on loan or not. It allows library staff to see any items that are added to reading lists by lecturers which are not currently in stock and can be ordered
- The use of Talis reading list software aids the student experience in helping to ensure that all items for their course are available with ease in the library. This is directly related to the NSS question 'The library resources (e.g. books, online services and learning spaces) have supported my learning well'.
- Academic Liaison Librarians to liaise with academic staff in acquiring reading lists. Lists to be checked and added to Talis to ensure that copies of titles needed are held.
- Books ordered from a reading list will be ordered within two weeks of receipt of the list.
- At least one copy of the essential text from a reading list will be ordered. Where there is an expectation that students purchase core texts, this should be made clear in programme handbooks.
- Recommended readings should be limited to a maximum of six titles per module. The library services will purchase one copy and decide on the loan status in liaison with academic staff.
- Where there is evidence of heavy demand for particular texts used across several modules, or high numbers of students, the libraries may purchase additional copies after consultation with other relevant Academic Liaison Librarians.
- Where a title is available as an ebook, the libraries will stock the ebook as the preferred version. For core texts this will be in addition to a print copy. For recommended reading the library's preference will be to purchase the ebook version. NB This is dependent on the number of concurrent readers

for the ebook, price, subject relevancy, and availability on the present ebook platform.

- The Timed Loan collection may be used to relieve pressure on a text in high demand.
- New editions of titles on reading lists will be purchased. The previous edition will be withdrawn or academic staff require students to refer back to older editions.

Articles or book chapters not held by the libraries may be obtained as copyright-cleared copies and digital copies uploaded to Blackboard, subject to the provisions of the Copyright Licensing Agency licence and copyright legislation

3.3 Journals

The libraries have over 37,000 journal subscriptions in a variety of formats. These are available to support the teaching, learning and research needs of the University. A large proportion of journals are available electronically. There is a print collection at both sites reflecting the subjects that are taught.

- New journal recommendations are received from the academic staff through the Academic Liaison Librarians.
- Requests for journals at Park Campus in the first instance will be in electronic format due to space limitations. At Marylebone Resource Centre print subscriptions will take priority. These will be considered on a regular basis and budgeting implications taken into account. The Academic Liaison Librarian will notify the relevant academic areas on the decision.
- In liaison with the Academic Liaison Librarian, schools and faculties are to review their subscriptions on an annual basis to ensure that they are still relevant to learning teaching and research activities.
- Journal requests may be rejected where they cannot be supplied by the approved supplier.
- If the requested format is not available from the approved supplier an alternative may be purchased after consultation with relevant academic staff.

3.4 Eresources

- The library service will make resources available in electronic format where possible. This will take into account cost effectiveness, user authentication and authorisation. This policy takes into account the 24 hour accessibility of eresources.
- All online subscriptions will be assessed in January and July taking into account relevance, usage statistics (where available) and value for money. Academic Liaison Librarians will notify departments where there is a subscription that requires review.
- The library services will monitor requests for new online products and will discuss a trial of the resources with the relevant Programme or Module Leaders. Once the trial has been completed, the usage statistics and user numbers will be reviewed. If the trial has been considered successful the

resource will be purchased at the beginning of the financial year and will be subject to budget allocations. If the trial is unsuccessful the relevant person will be notified.
- A check list will be drawn up to measure the success of any trials carried out on prospective new online resources.

3.5 General materials – reference works, interdisciplinary materials and supporting materials

- General materials will be selected by the Academic Liaison Librarians to support the needs of teaching and professional services staff and students. Recommendations from staff and students will be considered and purchased where suitable.
- General materials are defined as reference materials, dictionaries, atlases, encyclopaedias, alongside interdisciplinary materials including study skills guides. These will be reviewed on a regular basis and replaced with new editions where relevant.
- Supporting materials are defined as materials that do not appear on reading lists but are subject specific.

3.6 Theses

- The library accepts hard copies of postgraduate dissertations and PhD theses directly from Schools and Faculties. These dissertations and theses are available for viewing in the Library in person. They can be borrowed on timed loan (2 hours).
- Each dissertation is retained for 5 years dependant on relevancy and space. It is then removed from the collection and sent back to the Schools or Faculties. See Dissertation Storage Policy (see Dissertation Storage Policy).
- Catalogue data on Regent's PhD theses, and full text PDFs are made available on the British Library's Electronic Theses Online Service (EThOS) where possible.
- There are a small number of dissertations - undergraduate and post graduate available in electronic format. These are available through the Library Catalogue.

3.7 Audio visual

Regent's University London library services acquire materials in a range of non-printed formats to support teaching, learning and research, including DVDs.
The library services also subscribe to Box of Broadcasts, a shared recording and media archive service, hosted by the British Universities Film and Video Council (BUFVC).The audio visual collection exists for legitimate academic use under UK law and the provision of the Educational Recording Agency (ERA) Licence.

3.8 Donations

The library services will consider donations and reserve the right to turn down any donations that do not fit with our Collection Development Criteria. All donations must meet the following criteria:

- Fall within the scope of the Library's Collection Development and Management Policy.
- Are in good condition.
- No newer edition exists in the collection.
- No duplicate items, unless they constitute material identified as in heavy demand, will be accepted e.g. on a reading list.
- Substantial donations may not be accepted where funding cannot be identified in advance to pay for delivery to the library and additional processing.
- No back runs of journals that duplicate existing holdings or are very incomplete will be accepted.
- The libraries are unable to inform donors of the acceptance or rejection of individual donated items.
- Offers of materials to be added to stock will be considered by the Collections Librarian at Park Campus with consultation with the appropriate Academic Liaison Librarian.
- Donations that have been received but do not meet the criteria will be disposed of environmentally or to the Better World Books which the library supports.
- The libraries encourage all RUL academic staff to donate a copy of their academic publications.

3.9 Student Support

The Student Support Librarian will obtain course books in accessible formats for students who have Student Support Agreements (SSA). This will be done primarily through RNIB's UK Education Collection (i.e. the Bookshare and request services); where titles are not available through RNIB, publishers may be contacted directly. Where appropriate formats are not available commercially, through RNIB, or publishers, they may be generated in-house by scanning and converting books/sections of books.
Accessible formats include PDF, Word, and EPUB. Accessibility options include enlarging font size, changing background colour, enabling text-to-speech, and converting to formats compatible with assistive software such as screen readers.
The Student Support Librarian may also supplement the main collection with texts that students with SSAs may find useful, such as study skills and research guides.
In consultation with academic staff and liaison librarians, the Student Support Librarian may also obtain/convert titles required by students with SSAs for research purposes.

4. Collection Management

4.1 Location and circulation of materials

- The Park Campus holds the main collection specialising in business, psychology and psychotherapy, humanities, film and media and languages and culture. The Marylebone Resource Centre specialises in fashion and design.
- Library resources are made available by a variety of loan statuses. Loan status is determined by demand and resources may be moved to a shorter loan period – during a particularly heavy demand module.
  At present the loan statuses available are:
  > Reference – not available for borrowing
  > Standard loan – books 2 weeks, DVDs 1 week
  > 7 day loan non renewable
  > overnight
  > Timed loan items – 2 hours
  > SSA Students – 4 weeks, books only

  The number of items loaned to each user is based on the category of user. August 2017 the categories and limits are:
  > Undergraduate - 10 items
  > Postgraduate and staff – 15 items

  This does not include items that can be borrowed via the Library Management System from Media Services.

4.2 Budget

The library services are part of Academic Services – Academic and Educational Development. The budget for the library services is managed by the University Librarian.

The information spend allocation is the budget that drives the spend on the collection and its development. This covers online subscriptions, periodicals and newspapers, library books, and staff professional subscriptions, including membership to external libraries and collections.

Online subscriptions, periodicals, newspapers and professional subscriptions are across all disciplines. The book budget is allocated using a formula based on FTEs in the different Schools and Institutes.

Within the allocation of the book budget some of the budget is set aside for Collection Development, new stock and general library stock. The remainder is then divided up between the Schools and Institutes.

Academic Liaison Librarians manage their respective budgets in liaison with academic staff. If there are any large requests for books the Academic Liaison Librarian will discuss the budget implications with the University Librarian and reply to the relevant School or Institute on the outcome.

4.3 Working with Academic Liaison

The information below provides guidance on how the Schools, Faculties, Institutes and the libraries work together.

- Academic liaison is split into Business and Management (PG and UG); Psychology and Psychotherapy; Fashion and Design; Drama, Film and Media, Liberal Studies, PGCEHE, and Language and Culture.
- Resources are purchased through consultation with the Academic Liaison Librarians.
- Academic staff are responsible for ensuring that the libraries have up to date reading lists for current and new validated programmes in advance of the start of teaching.
- Library staff will check the reading lists for:
    - Number of copies already in stock
    - Number of copies required
    - Prices of items required
    - notify the relevant Academic Liaison Librarian of results.
- Academic Liaison Librarians will inform academic staff on new titles in the given subject area that may be of interest for courses and modules.

Where the items are from an existing course, the funds should come out of the allocated subject funds which have been agreed at the beginning of the academic year.
If there are additional costs for a new validated course the relevant Academic Liaison Librarian needs to consult with the University Librarian/budget holder on the funding of the new course.
Requests for items to be purchased should be made clear and can be sent in any format. All items should be clearly marked essential and recommended reading.
Schools and Institutes will be asked to review their journal subscriptions on a regular basis in consultation with the Academic Liaison Librarian to ensure that they are still relevant to the teaching and research of the School or Institute.

4.4 Collection review

Withdrawal and cancellation of subscriptions are as important as purchasing new resources to maintain the relevance of the collection and its quality.
In order to ensure that the collection is up to date and relevant, regular reviews are made throughout the academic year by the Academic Liaison Librarians, working with academic staff from the relevant disciplines. There are two major reviews of all resources in November and April, the former being the catalyst for new purchases of subscriptions for the next academic year.
Space constraints also necessitate regular book stock review.
Responsibility for retention and withdrawal of stock lies with the Academic Liaison Librarians and the University Librarian, in consultation with academic staff where appropriate. The following are taken in consideration when managing stock retention:

- Whether the subject is allied to current university teaching or research.

- Currency – particularly in practitioner subjects e.g. law or psychotherapy where practice or legislation has changed, only current practice will be retained
- Availability of different formats e.g. ebooks
- Physical condition – damaged stock is discarded and where required a new copy purchased
- Number of copies held across both sites
- Space constraints
- User feedback

4.5 Inter Library Loans

Items that are not readily available from the libraries can be provided by the inter library loan service. All users can access this facility. There is a charge for undergraduates, and postgraduates have an amount allocated to them for inter library loans.

The library is a member of the SCONUL Access scheme. This 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.

The scheme is open to members of staff (both academic and support staff) on an open or fixed term contract at Regent's, postgraduate research student registered for a PhD, MPhil or similar qualification or a full-time postgraduate studying at Regent's.

For more details of this scheme please contact the University Librarian or Academic and Reader Services Co-ordinator.

4.6 Review of policy

The full Collection Management and Development Policy will be reviewed annually by the University Librarian and Academic Liaison Librarians. This is to ensure that it reflects the developments and changes across the University. The Collection Development Policy will be taken to Senate Teaching and Learning Committee for approval. Subsequent updates will be approved by STLC.

Anne Rowlands
University Librarian
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