



**UNIVERSITY OF SUNDERLAND
LONDON LIBRARY**

**COLLECTION DEVELOPMENT AND
MANAGEMENT POLICY**



Introduction

Collection development and management in the London Library is focused on fulfilling the educational needs of the University of Sunderland in London users by supporting their learning, teaching and research priorities. The objective of the Collection Development and Management Policy is to maximise the use and effectiveness of library collections which form a central part of a continually improving library service to meet the diverse needs of our users.

Vision

We aim to enhance the student experience, promoting flexible learning opportunities responsive to the needs of a diverse market. We also aim to provide a high quality experience for all our learners to equip them with the necessary graduate employability skills. The London Library seeks to develop and manage its collections dynamically with the object of reflecting both user needs and the changing ways in which information is delivered.

Aims

This policy seeks to:

- Establish the general principles by which the London Library acquire and manage information resources and make them available to users;
- Provide information to academic staff, library staff, and students about collection priorities and guidelines;
- Facilitate a fair and rational division of the library budget to achieve both balanced collections and value for money;
- Ensure that consultation with academic staff on reading lists is at the heart of the collection development process;

- Maximise access to the collections, both physically and electronically;
- Achieve an accessible, consistent, and logical procedure to decide which material is to be retained and which is to be disposed of in the light of current learning, teaching and research requirements, balanced against financial and space constraints;
- Create a flexible approach to the Policy and its operation which can respond to the rapid changes and developments in information provision.

Budget Priorities

The London Library policy is to get best value for users in terms of its purchases and subscriptions and to maximise its budget by:

- Membership of consortia purchasing groups;
- Purchasing paperback editions of books in preference to hardback where practical and relevant;
- Minimising the excessive purchase of duplicate print copies of books, thus ensuring broad and balanced collections.

The London Library spends 99% of its budget on the acquisition of teaching, learning and research material which comprises mainly of print publications – books and journals – and a limited amount of audio visual material.

Online publications (electronic books, online journals and databases) are purchased centrally by the University Library Services, not the London Library, and are subject to an annual review to determine their value, continued relevance, and degree of use. Budget constraints may supersede other criteria in terms of deciding whether an online resource is retained or terminated. See [The University of Sunderland Collection Development Policy](#) for more information on the purchasing and retention of electronic resources.

Selection and Development of Stock

Any item legally published shall be considered for selection provided:

- It is relevant to the learning, teaching and research activities of the University of Sunderland in London;

- The cost can be justified in terms of budget constraints and the value to the end user.

Selection of stock to be purchased (books, audio visual material, and journals) should be driven by module reading lists and academic staff working in partnership with library staff either formally (via meetings) or informally. Items will also be independently selected by library staff as required.

The London Library aims to purchase all items on My Module Resources (MMR) reading lists provided that the title is not out of print. Academic colleagues in London have a direct responsibility to liaise with their counterparts in Sunderland to submit new title recommendations to be added to MMR lists in a timely manner. The London Library will not purchase print material for the sole or restricted use of individuals, nor will it allow material purchased from the library budget to be housed or loaned permanently outside the Library.

Purchase of Multiple Copies of Print Books

The service aims, as far as possible, to limit the number of duplicate copies of print books purchased. The London Library cannot, nor should be expected to, uniformly provide single copies of textbooks for every student. However, the Library will purchase duplicate copies of the same title where the book can be shown to be an essential or additional text for a significant number of students.

The following guidelines will be applied:

- If the book is quoted on a reading list as being **Essential Reading**, a maximum of **one copy for every 10 students** will be ordered.
- With **Essential Reading** titles, the total number of extra copies purchased will not exceed **20 copies** in all (will not exceed **10** if an electronic copy is available).
- If the book is quoted on a reading list as being **Additional Reading**, a maximum of **2 copies** will be ordered initially.
- With **Additional Reading** titles, further copies can be ordered if required based on demand.
- If the book is not on a reading list at all, one copy will be purchased.

The Library is nevertheless aware that particular circumstances might still require increased provision due to large student numbers or other factors. In such extreme cases, the University Library Services would seek to offer alternative options such as

the digitisation of specific chapters or the provision of more e-books to facilitate greater concurrent user access.

Digitisation

University Library Service's policy is to facilitate increased access to digitised text in so far as copyright legislation currently allows, for example by digitising core chapters of essential texts. Digitisation is carried out centrally by the University Library Services, not the London Library.

Donations

Donations, such as dissertations, which specifically and directly add to existing collection strengths are welcome. The Library cannot, however, undertake to accept or retain all donations offered. Acceptance of donations is determined by:

- Subject relevance;
- Physical condition;
- Currency of subject matter;
- Non-duplication with existing stock;
- Non-excessive processing costs.

Potential donors should contact the Librarian in the first instance.

Dissertations

The London Library has a small reference collection of subject specific undergraduate and postgraduate dissertations kept at the issue desk. These sample titles are donated by the Faculties and do not constitute a part of our permanent collection. They can be withdrawn at any time at academic colleagues' request.

Audio Visual Material

The London Library holds a small number of audio visual (AV) material. Service policy is to embrace newer AV formats. As with books and serials, AV material needs to be both relevant and current. Material will be evaluated by established criteria with regard to both format and content. Where content is no longer relevant, material will be withdrawn.

Institutional Repository

Sunderland University's Institutional Repository (SURE) is part of a wider open access initiative, the purpose of which is to make freely available the research output of this institution. SURE provides open access to journal articles, conference papers, reports, artworks, audio visual material, PhD theses and all other material which constitute research output produced by staff at the University of Sunderland. Where publisher permissions allow, material deposited in SURE will be made available as full text; in the event of publisher permission not being granted, the entry will exist as metadata with a link to the source where available. The University Library Services policy is to encourage the development of Open Access Publishing within the framework of the Institutional Repository.

Retrospective Holdings

Space permitting, the Library values, and will seek to retain, its holdings of old editions of print books and back issues of its print serials where these:

- Are still relevant to current teaching, learning and research;
- Are in good physical condition;
- Are well used;
- Have recognised historical value.

The Library has in place policies that explain the criteria by which we will decide which material is to remain in our collections. In addition to this we have a policy which explains how the Library undertakes regular reviews to implement the retention policies for print books and journals. Material which has been withdrawn will be disposed of. Library policy will be to ensure that such material will be re-used or recycled.

Retention Policy for Print Books

It is essential that the library book stock remains current and relevant to teaching, learning and research; also, that the space it occupies can be justified by the material it contains and by the degree to which it is utilised. The Library print collection will therefore be reviewed on an on-going basis. The following criteria will be considered in making a decision as to whether a book should be retained on the shelves.

- The edition of the book is still relevant to current teaching, learning and research;
- There are no other copies of this book on the shelves;
- The information contained in the book is still current;
- The subject of this book is still being taught or researched in the University of Sunderland in London;
- There is evidence that the book is still being borrowed and/or consulted;
- The book in good physical condition;
- The book has historical relevance;
- There is no electronic version of the same book and edition available;
- The book is fit for academic purpose;
- The book is part of a volume or series.

In the event that the book does not meet a significant number of these criteria, it will be withdrawn from the shelves and will be disposed of.

Retention Policy for Print Journals

Library policy for the retention of print journals will be sensitive, wherever possible, to the specific needs of each academic discipline. However, the Library collection of back issues of journals must remain relevant and current, and the space it occupies must be justified by the material it contains and the degree to which it is utilised.

The following criteria will be applied:

- The information contained in the journal is both current and especially relevant;
- The information contained in the journal is of historical value;
- The subject content of the journal is still taught and/or researched in the University of Sunderland in London;
- Articles in older issues still appear on reading lists;
- There is evidence that articles in older issues are still cited;
- There is no electronic version of the title available to library users;

- The library does not have a back issue electronic archive containing this title.

In the event that the journal does not meet a significant number of these criteria, it will be withdrawn and will be disposed of.

Stock Review Procedure

The London Library will conduct periodic reviews of library stock to ensure that collections are continually developed to meet the needs of teaching, learning and research within the University of Sunderland in London.

When undertaking stock review, we will:

- Notify in writing the Faculties of all planned stock reviews;
- Identify potential items for withdrawal;
- Make this stock available for academic staff consultation;
- Keep the review period open of four weeks from the date of notification;
- Withdraw items at the end of the review period.

Summary

The Collection Development and Management Policy described here reinforces the mission of London Library: to serve the advancement of learning, teaching and research within the University of Sunderland in London by providing high quality resources to meet the information needs of users through efficient and effective services. The central thread of the Policy is to continue the move from holdings to access to ensure that all our users are able to enjoy the full benefit and value of the learning resources and services provided.

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Adapted from the "University of Sunderland Collection Development Policy 2016".