BISHOP GROSSETESTE UNIVERSITY
Document Administration

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Library Collections Management Policy

This policy outlines the principles that guide the University Library in the acquisition, storage, maintenance and disposal of the materials in its collections.

1. Scope

This policy relates to the University Library and its collections. It does not relate to items contained within the University Archive. Library collections comprise:

- Printed materials such as books, journals, theses, reports, leaflets, maps and ephemera.
- Electronic resources such as e-books, e-journals, digital documents and subscription databases.
- Audio-visual resources.
- Objects such as artefact boxes, resource packs and toys.

2. Stakeholders

Library collections are maintained and developed primarily for use by, and for the wider benefit of, students and members of staff of Bishop Grosseteste University. In addition, individuals eligible for external library membership - such as alumni and annual subscribers - benefit from a small borrowing entitlement. Members of the public are permitted to use the Library for reference purposes only.

3. Budget allocation

The University allocates an annual budget to the Library. In addition, a small amount of income is received from fines, stationery sales, document supply, external membership fees and the sale of withdrawn stock.

The bulk of the library budget is disbursed on learning resources to support the university curriculum. This includes print, audio-visual and electronic resources, and document supply services. The remainder is spent on consumables and the maintenance of library facilities, systems, and equipment.

The purchase of library resources and materials is administered centrally by the Head of Library Services. The book budget is normally split between a central budget and subject budgets. The central budget is used to purchase resources of a cross-curricular nature, to replace damaged stock, or for specific projects. Subject budgets are used to purchase items for related programmes and are set according to enrolment targets, historic spend, and programme status (e.g., priming required for newly validated or revalidated programmes).

4. Stock selection and acquisition

Library staff work with academic teams across the University to acquire, preserve and make accessible an evidence-based collection that supports teaching, learning and research and which is relevant, up-to-date, inclusive, and appropriately diverse.

4.1 Stock selection

Each programme is assigned a subject librarian who liaises with one or more representatives from the programme team to ensure that the programme's learning resource needs are met effectively. Module reading lists are the principal mechanism for informing the acquisition of library stock. Additional purchases are identified via press reviews, publisher information, journal articles, student enquiries, document supply

requests and reservation requests. Suggestions for purchase from library users are actively encouraged via the Library's *More Books* scheme.

Titles for acquisition are selected on the basis of relevance and academic merit and not on personal preference or opinion. This is particularly the case for materials relating to protected characteristics[1]. The importance of global diversity in our library collections is also recognised.

Regular checks are undertaken to ensure that library collections include at least one copy of every item on every reading list. A standardised set of importance tags (set text, essential, core, recommended, further) are used consistently across the University and determine stock levels and media format. Decisions about the appropriate number of copies to be purchased are informed by student numbers, anticipated demand, the availability of alternative formats, and budget constraints.

If an item on one or more reading lists has the importance tag 'core' or 'recommended' and is available for the Library to purchase as an e-book, the e-book will normally be acquired, provided the cost is not prohibitively high and/or the licence prohibitively restrictive. The purchase of e-books for items marked as 'further reading' is normally assessed on a case-by-case basis based on potential cost-benefit.

The Library aims to hold at least one copy of all monographs edited, authored or co-authored by employees of Bishop Grosseteste University and which are relevant to the curriculum.

4.2 Stock acquisition

The Library is a member of the North-East and Yorkshire Academic Libraries (NEYAL) purchasing consortium. NEYAL acts to secure library purchasing agreements - principally for the supply of books and journals - in accordance with institutional requirements relating to national or regional purchasing consortia. The Library selects its suppliers based on cost-effectiveness, product quality & range, customer service, speed of supply, and the integrity of bibliographic data and online ordering systems.

Out-of-print and/or hard-to-find items are sourced from second-hand suppliers unless costs are prohibitively high. New or revised editions of textbooks are routinely purchased. Existing stocks of older editions are reviewed each time a new edition is purchased.

5.   Document supply and Copyright License Agency scanning

The Library operates a document supply service for the benefit of the university community. Document supply refers to the loan or supply of materials between libraries. This is permitted by the *Copyright, Designs and Patents Act 1988* and allows libraries to temporarily or permanently supplement the resources in their collections. Items are borrowed or supplied from the British Library, or between university libraries, upon payment of a fee.

Use is also made of the British Library's *E-Theses Online Service* (EThOS) and the Copyright Licensing Agency's *Enhanced Higher Education Supply Service* (EHESS) facilitates the supply of copyright fee paid material.

The University's Copyright Licensing Agency licence permits the scanning of excerpts from books and journals for use in learning and teaching. The Library administers this service, which is principally used to supplement library stock where e-books are not available or are prohibitively expensive, where specific journals are not subscribed to, or where the holdings of a subscribed journal do not extend to a particular issue. Scans are normally made available to students via the University's online reading list system, *My Reading*.

6.   Donations

Library collections have been and will continue to be enriched by the generosity of donors. Donations are accepted on the understanding that once donated they become the property of the Library. Small donations are received regularly and are routinely processed. Larger donations and donations of special collections[2] require careful consideration in terms of the impact on physical space, staff time, and long-term care and maintenance. Any resulting agreements are normally accompanied by a memorandum of understanding, mutually agreed by the Library and the donor, relating to the terms and conditions under which the collection is to be accepted.

Duplicate items or items perceived to be irrelevant or inappropriate to the Library's collections are disposed of responsibly.

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[1] As defined by The Equality Act 2010.

[2] Materials with a common theme, normally kept together as a distinct collection, e.g., the Lincolnshire Collection.

7.   Access and classification

The Library aims to provide as much access as possible to its collections subject to security considerations and constraints on space. A finite amount of shelf space dictates that some materials are kept in closed-access stores within the library building. Materials are selected for the stores according to their perceived use, age and value. Past issues of print journals are kept in closed-access stores. Details of items located in the stores are contained on the library catalogue.

With the exception of items in the Lincolnshire Collection, all library materials are classified according to *Dewey Decimal Classification* (DDC). DDC shelfmarks are truncated to a maximum of eight digits. The majority of items acquired from the Library's main book supplier are supplied shelf-ready. This includes the provision of shelfmarks. The library team is cognisant of issues with older classification systems such as DDC relating to a) decolonisation and b) protected characteristics[3], and seeks to resolve these as and when possible and practical.

The Lincolnshire Collection is classified according to *Bliss Classification*. Children's books in the Teaching Resource Collection are classified according to *Schools Dewey Decimal Classification*, which a simplified version of DDC.

8.   Preservation and repair

The Library endeavours to maintain its resources and materials in a usable state. Repairs are undertaken where possible. Where items are considered beyond repair replacement copies are normally sought. Each print book supplied by the Library's principal supplier is fitted with a protective cover to prolong its shelf life. Other book and journal volumes are bound, as appropriate and as the budget allows, to prolong their life and facilitate their use.

9.   Special collections

The Library maintains a number of special collections, each of which has been developed to support specific aspects of the curriculum portfolio. The collections are overseen by the Collections Librarians in liaison with relevant programme team/s.

The Teaching Resources Collection is principally relevant to initial teacher training, education, early childhood and English literature programmes. Resources include a comprehensive collection of children's literature and teaching materials to support the national curriculum, as well as Storysacks®, puppets, DVDs, audiobooks, resource packs and artefact boxes.

The Lincolnshire Collection is principally relevant to history, heritage and archaeology programmes. Resources include books and materials relating to the county of Lincolnshire. A significant proportion of the Lincolnshire Collection was generously donated to the University by the Society for Lincolnshire History and Archaeology, whose members actively continue to use the resources.

The Hunt Collection is principally relevant to history programmes. Resources include a complete set of annual accounts of the *Commonwealth War Graves Commission* 1919-2016, *The Honour Roll of the British Civilian War Dead, World War II (1939-45)*, and *The Great War: The Standard History of the All-Europe (Later All-World) Conflict*: Volumes 1-13.

The Lincoln Mystery Plays Archive (incorporating the Keith Ramsay Collection), donated to the University by the Lincoln Mystery Plays Trust, is principally relevant to English and drama programmes. Resources include ephemera from productions of the Lincoln Mystery Plays from 1969 to the present.

The John Tomlinson Collection is principally relevant to education programmes. It is a collection of books and documents relating to education in England and Wales, developed by John Tomlinson CBE over the course of his career in education, and covering the period 1926 until his death in 2005.

10.   Loan categories

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[3] As defined by The Equality Act 2010.

To optimise circulation and accessibility, the Library's physical resources are available either for 7-day loan, 3-week loan, or for reference only. Where the Library possesses multiple copies of a resource at least one copy is normally assigned to each of the three categories. As new editions are acquired, reference and 7-day loan copies of the previous edition are released to standard loan. A 12-week loan period applies exclusively to children's resources from the Teaching Resources Collection.

With the exception of e-books, the majority of electronic resources are fully accessible at all times to an unlimited number of users. E-books are normally made available via unlimited user licences, restricted user licences (e.g., one or three users at a time); or credit models (i.e., annual caps on access).

Off-campus access is facilitated by specialist access management software.

11.   Resource formats and media types

11.1 Databases and audio-visual materials

Online databases are highly accessible and regularly updated. Whilst content is the main priority when considering the purchase of new databases, user interface, provision for usage analysis, licensing terms and authentication arrangements are also considered.   A proportion of the Library's database subscriptions are centrally negotiated and administered by JISC on behalf of the higher education sector. These include high value publisher-specific journal deals (see 11.2). All other database subscriptions are negotiated directly with suppliers. Due to the prevalence of commercial streaming services, and university services such as Planet eStream, physical audio-visual resources are normally purchased by exception.

11.2 Journals

The majority of the Library's journal provision is online and acquired through a small number of high-value publisher-specific deals centrally negotiated by JISC on behalf of the higher education sector. Deals are chosen by the Library based on scope and affordability and on the alignment of the publisher's portfolio with that of the University's curriculum portfolio.

Non-JISC journal subscriptions are managed via a subscription agent. Print subscriptions are maintained only where online subscriptions are not available. A handful of low-value subscriptions are maintained directly with publishers. Requests for new journal subscriptions are considered in terms of budget constraints and existing access to alternative titles.

11.3 Accessibility

In association with the Student Advice department, resources are occasionally requested in an accessible format for learners or members of staff with reading-related disabilities. Where possible and appropriate e-books are acquired for this purpose. Members of the library team also attempt to access or request texts in alternative electronic formats via the Royal National Institute for the Blind's *Bookshare* platform. For any texts not available via these channels, provision is facilitated by disability exceptions contained within the Copyright, Design & Patents Act 1988 and/or the Copyright Licensing Agency (CLA) licence.

11.4 Doctoral theses

The University's doctoral students are normally required to deposit a copy of their thesis in the research repository, BG Research Online. Print copies, where supplied, are made available on a reference-only basis in the Library.

11.5 Printed maps

The provision of maps reflects the curriculum portfolio. The majority of the Library's maps are local/regional and historical in nature. Maps are normally for reference only.

11.6 Items of value

Items deemed to be of financial value are transferred to the Library's closed-access stores or the University Archive and placed on reference. If appropriate, and available, an alternative (less valuable) edition of the same item will be purchased for loan. Items of moderate value are not normally removed from the open shelves. Spot checks to determine the potential value of items prior to withdrawal are carried out at the Collection Librarian's discretion.

12.   Stock editing

A rolling programme of stock editing is overseen by the Collections Librarian, in liaison with the subject librarians where appropriate. Professional knowledge and experience and a variety of bibliographic tools are routinely utilised in decision-making.   Stock editing decisions pertaining to the Teaching Resources Collection are made by the Teaching Resources Librarian.

12.1 Items routinely considered for withdrawal

Items routinely considered for withdrawal include:

* Physical resources not borrowed for 10 years (5 years for children's non-fiction) and no longer considered relevant.
* Physical resources more than 20 years old (10 years for children's non-fiction) and no longer considered relevant.
* Physical resources more than 5 years old relating to digital and other rapidly-developing technologies.
* Physical resources beyond repair or in a poor state of repair and no longer considered relevant.
* Multiple copies of physical resources deemed to be out-of-date but which enjoy sporadic use.
* Excessive multiple copies of physical resources where electronic versions have also been acquired.
* Physical or electronic resources replaced by later editions.
* Printed journals no longer considered relevant.
* Physical or electronic resources considered to be out-of-date or out-of-step with modern values and attitudes and which have no historical value.

12.2 Items routinely removed from the open shelves and relocated to a store

These include:

* Items withdrawn from the open shelves but deemed useful for research purposes.
* Items of limited general use.
* Items considered important or vulnerable enough to protect.

12.3 Closed-access stores

In addition to the University Archive the Library maintains three closed-access stores. Materials held in the Stores reflect the development of the Library's collections over time, including as representative a collection of the history of education in England as possible, copies of key national curriculum documents, and especially interesting, significant or important items from the Teaching Resources Collection.

No more than one copy of any item is normally retained in the stores. Store items deemed vulnerable, important, or irreplaceable are designated reference only.   Items of particular value are kept in the University Archive and are preserved and cared for by the University Archivist.

12.5 Withdrawn stock

Withdrawn stock deemed to be of value is normally disposed of via a third-party bookseller. In some circumstances such sales generate a small amount of income for the Library. Books that cannot be sold are recycled. Book sales are occasionally held in the Library, if and when circumstances allow.

13.   Stocktaking

Stocktaking (inventory) is the process of reconciling purchases and catalogue holdings with actual holdings and is good collection management practice. Stocktaking allows for the monitoring of the quality and condition of the collection and the identification of stock losses. Stocktaking is normally conducted, across all areas of the collection, on a rolling basis throughout the year.