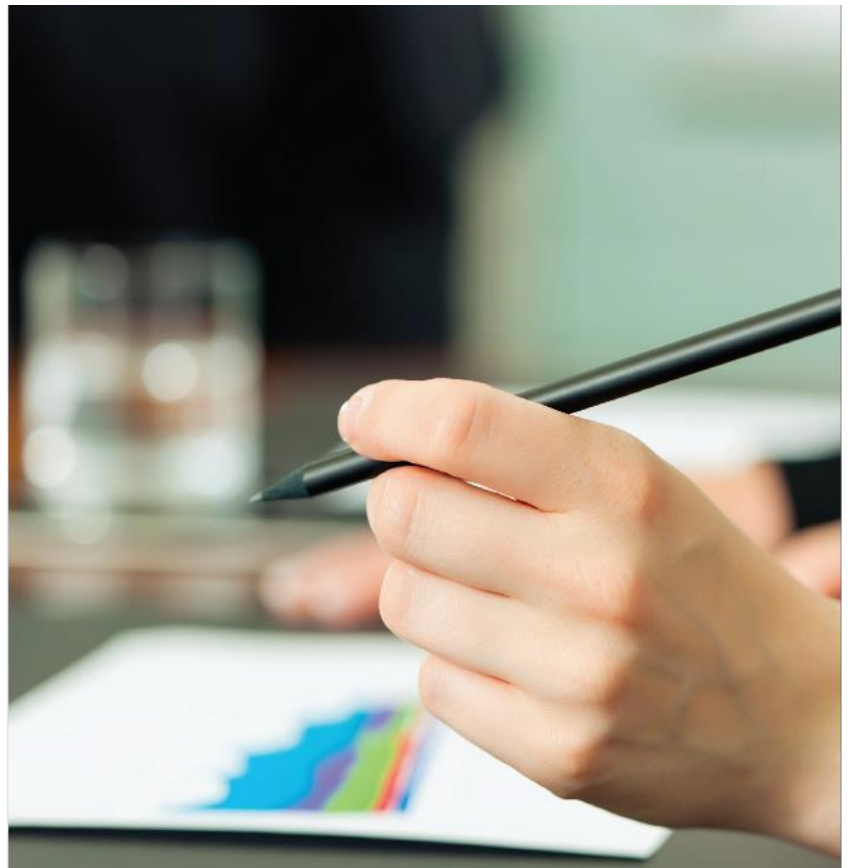
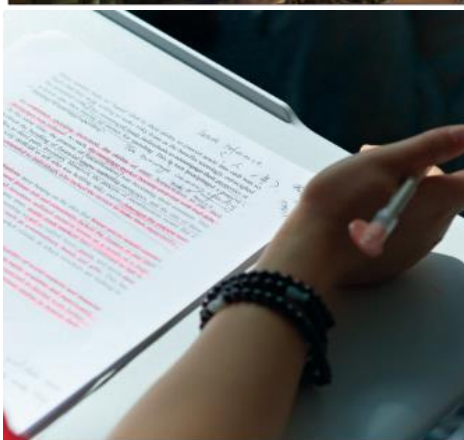


University of Bradford

Library Collection Development & Management Policy





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Contents

1	Introduction	4
2	Scope.....	4
3	Responsibilities	4
	Senior managers	4
4	Acquisition guidelines	4
	Course-related material	5
	Policy for purchasing reading list books	6
	Recurrent spending.....	6
5	Formats	6
	E-Books.....	7
	Journals	8
6	Book donations	8
7	Free web resources.....	9
8	University of Bradford dissertations and theses.....	9
	Dissertations	9
	Theses	9
9	Physical Management.....	10
	Preservation and Conservation.....	10
	Stock Relegation	11
10	Access versus holdings.....	11
11	Future developments.....	12
12	Collections not covered by this policy	12
	Special Collections	12
	Commonweal Collection.....	12
13	Implementation	13
14	Monitoring and review	13
15	Related policies and standards/documentation.....	13

1 Introduction

- 1.1 The Library's Collection Development and Management Policy reflects our role of supporting the research and teaching functions of the University. This is a general statement of collection development and management policy.
- 1.2 This policy applies to all physical collections within the JB Priestley Library and all the electronic collections. It does not apply to either Special Collections, or to the Commonwealth Collection, both of which have separate collection development policies.

2 Scope

- 2.1 This policy applies to all physical collections within the JB Priestley Library and all the electronic collections. It does not apply to either Special Collections, or to the Commonwealth Collection, both of which have separate collection development policies (see section 9 in the policy statement).

3 Responsibilities

Senior managers

- 3.1 This policy has been developed by the University Academic Librarian in consultation with the Library Information Resources Advisory Group. The Pro-Vice-Chancellor for Learning and Teaching and Student Experience is the overall senior manager.

4 Acquisition guidelines

- 4.1 Any item legally published (or legally publishable in the UK) shall be considered for selection, subject to material being relevant, affordable and value for money. The Library aims to include in its collections the best thought and research about the questions being asked by students and staff, regardless of its origin. Librarians will work with students and staff to make sure that the selection of resources for teaching and research stems from consideration of the quality of authors' ideas, and that these choices challenge conventions that may embed bias and prejudice about individuals and communities. A Library statement on

sensitive or harmful material is available

<https://www.bradford.ac.uk/library/find-materials/statement-on-sensitive-or-harmful-material/>

- 4.2 Suggestions for purchase are welcomed from all members of the University and can be made via the Library's request form ([Request a book for purchase \(office.com\)](#)), but the responsibility for selection rests with the Subject Librarians. All materials purchased are for the shared use of all members of the University, and resources will not be purchased that restrict use to particular departments, offices, or individuals.

Course-related material

- 4.3 The Library will endeavour to purchase all appropriate course-related materials.
- 4.4 An appropriate number of texts will be purchased, and loan periods assigned according to an assessment of likely demand, previous experience, and subsequent monitoring of usage. Reading list texts will be purchased according to the library policy for purchasing reading list books, see section 1.2.
- 4.5 Multiple reservations per copy can trigger a decision to purchase extra copies.
- 4.6 Copies of journal articles or book chapters not in stock may be obtained via copyright clearance and made available through our reading list tool, Talis. Original physical versions of material copied under CLA licences for a reading list must be retained whilst the copied material is still available for use.
- 4.7 Academic staff are responsible for timely development of reading lists. Reading lists should be hosted through the online reading list system and sent to the Library for review ideally 8 weeks in advance of demand so that materials can be obtained and made ready for use. If reading list items are not added to the online reading list system, then it risks books not being purchased and stocked in the library. Items which are not in stock in the library may be added to reading lists and will be purchased by the library, subject to availability, and with the possible exception of out-of-print titles.

Policy for purchasing reading list books

- 4.8 This policy was agreed at the University Learning and Teaching Committee, September 25th 2019, and reviewed April 2022. Full details are available here <https://www.bradford.ac.uk/library/additional-help/reading-list-user-guides/>

Recurrent spending

- 4.9 It is the Library's policy to maintain a balance of spending between recurrent and non-recurrent expenditure. The budget allocated to recurrent spending is based on Faculty income, student numbers per department, the perceived subject content of resources, and value for money.
- 4.10 Much of the Library's recurrent spending is on products subject to rates of inflation many times higher than the standard measures.
- 4.11 Current journal subscriptions form the largest part of the Library's recurrent spending. Most of these are part of package deals with publishers, which may have restrictions on cancellations. These packages also contain large numbers of titles which are not paid for separately.
- 4.12 Recurrent spending is subject to an annual review of each subscription. Criteria include cost-per-use, duplication by other available resources, and technical functionality of resources. Purchase of new print subscription resources would be exceptional, and subject to the kinds of criteria set out in 2.7.1.
- 4.13 New journals or databases are normally funded by the cancellation of existing subscriptions. Subject librarians will consult the relevant Schools about potential cancellations and new subscriptions will require the support of a business case. An online business case form [University of Bradford Library - Business case for a new recurrent cost library resource \(office.com\)](#) can be provided by the relevant Subject Librarian and is reviewed at the monthly Library Information Resources Advisory Group meeting.

5 Formats

- 5.1 Material will be acquired based on information content rather than format type, and decisions on whether to acquire print or

electronic versions will be made as appropriate. Paperbacks are preferred to hardback books as cost is lower.

- 5.2 Resources accessible to users with disabilities will always be preferred where available.
- 5.3 Students' mode of study (part-time, distance learning, those who have placements) will be considered when selecting the format of resources.
- 5.4 Where a variety of formats are available, the preferred format will be that which offers widest access at a reasonable price, with acceptable terms and conditions.
- 5.5 Material will be purchased in additional formats where this adds extra value; for example, to make provision for larger numbers of students. See also 1.2. for reading list texts.

E-Books

- 5.6 The Library acquires access to e-books in different ways. Terms and conditions of use vary. It may not be possible for the Library to acquire some books in an e-book format.
- 5.7 The Library regularly acquires e-books using models where large numbers of titles are provided by a supplier for a short-agreed period, and then purchase is triggered by use (Patron-Driven Acquisition/PDA), or by subject librarians selecting titles based upon use in that period, and also on relevance (Evidence-Based Acquisition/EBA).
- 5.8 The acquisition models of PDA and EBA, and some e-book packages which regularly change content, mean that some e-books available to students and staff are not owned by the Library, and may be withdrawn from the collection at short notice by the Library's suppliers.
- 5.9 The Library will use those models which provide the maximum amount of content relevant to teaching and research in the most cost-effective way. The Library's Information Resources Advisory Group will keep the models of e-book use and acquisition under review. The importance of books (as set by academic staff on reading lists), multiple turnaways and excessive usage of e-book

titles can also trigger a decision to purchase extra licences to maintain access.

- 5.10 Subscriptions to individual e-books will be subject to the same retention criteria as other subscriptions.
- 5.11 The Library uses automatic purchasing models to upgrade e-book licences, to serve more users simultaneously. There may be delays in granting access to e-books, when significant additional charges for such licences are required.

Journals

- 5.12 The Library will always prefer electronic journals over the print versions unless any of the following is true of the electronic version:
- it is significantly more expensive than the print version;
 - it does not reproduce images, charts or diagrams sufficiently well to make them intelligible;
 - it is not technically accessible to all academic staff and students.
- 5.13 Print subscriptions will be retained to academically significant titles if long-term access to the electronic version is believed to be insecure.
- 5.14 We will attempt to convert our print journal holdings to electronic wherever possible by the purchase of backfiles.

6 Book donations

- 6.1 Donations to the Library are welcomed and added to stock if pertinent to current teaching and research. Items over ten years old are usually not accepted unless directly related to subjects in which historical materials are important e.g. Peace Studies and Archaeology. The cost of buying a book new may be less than that of processing a donation. The Library is unable to accept large collections of material, such as complete personal libraries or journal runs.
- 6.2 The Library accepts donated material only if ownership is transferred to the University.

- 6.3 Items not deemed appropriate are disposed of at the Library's discretion.

7 Free web resources

- 7.1 Free web resources are added to the Library catalogue, Summon and the library webpages at the request of a subject librarian who has judged these to be as useful as resources for which the Library has paid. The Library does not attempt to give a comprehensive overview of open access materials in any subject area.

8 University of Bradford dissertations and theses

- 8.1 Dissertations and theses which contain sensitive material may be temporarily embargoed or permanently restricted at the request of the author's department.

Dissertations

- 8.2 The Library accepts electronic copies of masters' dissertations directly from Departments. Print copies of masters' dissertations are not kept in the Library.
- 8.3 The Masters' Dissertations database can be accessed via the Library website, and is available on and off-campus to current members of the University of Bradford.
- 8.4 Each dissertation is retained for five years after which it is removed from the collection. A small number of each year's dissertations can be retained permanently at the request of departments, either those of exemplary high quality, or those which include highly original material.
- 8.5 Undergraduate dissertations are not received or retained by the Library.

Theses

- 8.6 A digital copy of each PhD thesis is deposited in the University's repository, Bradford Scholars, for public access.
- 8.7 The inclusion of theses in the Library collection is dependent on the submission of the thesis by the author.

- 8.8 Printed and digital PhD theses are kept in the Library collection in perpetuity.

9 Physical Management

- 9.1 Most of the Library's physical stock is within the book and journal collections in the J.B. Priestley Library. All library materials are on open access shelves, apart from Special Collections, print Bradford PhD theses, and some DVDs. There is no closed stack. The Library will not establish new collections separate from the main collection.

Preservation and Conservation

- 9.2 The Special Collections collections care policy, which includes conservation, and preservation of Special Collections digital assets, is available on the Special Collections website:
<https://www.bradford.ac.uk/library/special-collections/about-us/policies/>.
- 9.3 Emergency planning for Special Collections and the other printed collections in the Library is the responsibility of the Archivist with the Library Disaster Team, as part of the University's emergency planning structure. This is further outlined in the Special Collections collections care policy, as above.
- 9.4 Preservation of Commonweal Collection stock is the responsibility of the Commonweal Trustees in consultation with the Joint Consultative Committee.
- 9.5 The Library is committed to ensuring digital content generated at the University and hosted by the Library remains accessible and functional in the future. This applies especially to the institutional repository, Bradford Scholars, which hosts PhD theses and other research outputs. The Bradford Scholars digital preservation policy is available to view online at:
https://www.brad.ac.uk/library/additional-help/bradford-scholars-faqs/digital_preservation_policy.pdf.
- 9.6 Digital preservation of third-party content (including electronic books and electronic journals) remains the responsibility of the content host. The arrangements for long-term access to content

are taken into account when new purchases of such content are considered.

Stock Relegation

- 9.7 Stock relegation is an essential component of the Library's collection development and management policy. Materials which no longer contribute to the effectiveness of the Library's collections will be removed from stock in an ongoing programme by the relevant subject librarians.
- 9.8 Unless specifically required for taught courses, only the current and precurent editions of textbooks will be retained.
- 9.9 E-books will usually be made unavailable when:
- their age and the nature of their subject means that content is likely to be misleading;
 - the book has been superseded by subsequent editions held by the Library (in either print or e-book formats), and that edition is no longer required for taught courses.
- 9.10 Runs of print journals are only retained:
- to augment electronic collections relevant to current teaching and research interests, when purchase of permanent replacement electronic backfiles is not possible, or would provide poor value. The articles in these journals should be discoverable.
 - or because they cover subjects in which there is ongoing historical interest (mainly archaeology, peace studies, sociology).

10 Access versus holdings

- 10.1 The Library has a *just-in-time* approach to supplying little-used material, rather than their *just-in-case* storage.
- 10.2 All academic staff and students of the University are entitled to request inter-library loans. The inter-library loan service aims to obtain items not held in the Library which are required for research, teaching or study. In print books and obtainable out-of-print books which have been requested will usually be purchased for stock rather than borrowed. Inter-library loans will not be

available for titles that the Subject Librarian has refused to purchase on academic grounds.

- 10.3 The Library actively promotes membership of co-operative access schemes such as SCONUL Access.
- 10.4 The Library will enter into co-operative arrangements for acquisition of materials as appropriate.

11 Future developments

- 11.1 Library collections will continue to be affected by changes in technology, licensing and Open Access provision. The Library's Information Resources Advisory Group will ensure that the development of the collections is informed by such changes.
- 11.2 The Collection Development and Management Policy will be reviewed bi-annually. The next review will be in 2024.

12 Collections not covered by this policy

Special Collections

- 12.1 Special Collections at the University of Bradford collects, cares for and makes available unique and distinctive archives, rare books and other heritage material in support of the University's teaching, research and community engagement. Developing the Special Collections is the responsibility of the Archivist in consultation with subject colleagues and internal and external stakeholders. As an accredited archive, the Special Collections service is required to keep and maintain a collections development policy.
- 12.2 The Special Collections Development Policy is reviewed annually. The policy is available on the Special Collections website: <https://www.bradford.ac.uk/library/special-collections/about-us/policies/>.

Commonweal Collection

- 12.3 The Commonweal Collection is an independent library housed within the J.B. Priestley Library. The collection development policies

of the Commonweal Collection are the responsibility of the Commonweal Trustees.

13 Implementation

13.1 Implementation of the policy is by all Library Teams.

14 Monitoring and review

14.1 This policy will be reviewed bi-annually. Next review date will be May 2024.

15 Related policies and standards/documentation

- 15.1 Special Collections Development Policy
- 15.2 Commonweal Collection Policy
- 15.3 Policy for Purchasing Reading List Books
- 15.4 Bradford Scholars Digital Preservation Policy
- 15.5 Special Collections Collections Care Policy

The latest versions of these policies are available through the [Library website](#)