Library Services

Content Strategy
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1. Introduction

Library Services aims to support the University’s mission, teaching and research strategies by providing access to high quality services and resources. Physical stock is allocated between our sites at St Mary’s Road and the Berkshire Institute for Health and e-resources are provided both on and off campus.

This policy is intended to provide a framework for the principles and policies which govern the effective management of both physical and electronic resources. The policy will be reviewed every three years by the library management team or as required to reflect changing circumstances in the University.

2. Principles

The Library will use its information resources budget (IRB) to respond flexibly to changing user needs. Provision of Library resources will take account of both quality of resources and value for money, and is constrained by the level of budget available. Resources will be accessible through the Library’s discovery tools.

Purchases will be made through consortia deals where available to get the best value for money for the University. Usage of e-resources will be reviewed at least twice a year using a range of quantitative and qualitative methods such as cost-per-usage analyses, output measures from schools/colleges, citation analyses and qualitative understanding of how content supports new services to meet University strategic priorities.

Physical and electronic collections may be enhanced through document delivery, digitisation and complementary schemes such as SCONUL Access, where appropriate.

The Library will accept recommendations, from both staff and students, relating to collection development.

2.1 Intellectual Freedom

Library Services is committed to intellectual freedom through our collection development and practices. Material is selected based on relevance to the teaching, learning and research needs of the University, and represents a broad range of ideas, opinions, and viewpoints. We do not exclude material based on political, moral, or religious grounds. Inclusion of material within our collections does not imply that Library Services endorses the viewpoints expressed within the material held.

3. Collection development

The library aims to:

- Grow the printed book collection over the next few years, with the aim of extending the collection to 100,000 items, utilising additional funding on top of the traditional IRB.
- Identify specific areas and disciplines which require additional development in conjunction with the Schools/Colleges.

- Develop and enhance an ‘e-first’ approach to new book and journal requests, including investment in e-journal backfiles where relevant.

- Create a UWL Special Collections and Archives function, starting with the Heathrow Archive.

- Deliver new electronic and specialist resources, for example subscription streaming services and data resources.

### 3.1 Budget

The Library IRB, which is used for the development of its collections, is calculated based on a Resource Allocation Model (RAM), using student FTE numbers, and is currently split in the following ways:

- A fund for multi-disciplinary e-resources of interest to more than two Schools/Colleges, and for schemes including PDA and EBA.

- School/College based funds for subscriptions, i.e. regular commitments which recur each year, which is allocated according to student FTE and adjusted each year to account for inflationary price rises.

- School/College based funds for one-off purchases. These funds are predominantly used to purchase books and e-books but also AV material and music scores.

- It is recognised that some smaller Schools/Colleges may require a supplementary or parachute payment to cover the high cost of resources in certain subject areas.

### 3.2 Suppliers

The University is a member of the Southern Universities Purchasing Consortium (SUPC) which dictates which book and periodical suppliers we can use. These represent the best value for money and use standard service level agreements and service standards which have been agreed across the HE sector.

The University also purchases agreements through JISC Collections (JCPC) and Eduserv, mainly for large databases or e-journal collections. These are negotiated centrally for the benefit of all HE institutions in the United Kingdom and are available on an ‘opt-in’ basis.

The remainder of our subscriptions are purchased direct from suppliers who are more specialist in nature; if we need to use a supplier with whom we do not have a prior relationship they need to be approved by Procurement before any order is placed. We should not purchase items directly from suppliers which are available through consortia arrangements unless we can justify on solid business
3.3 Format

**E-books** Where an e-book is available, it should be the format of choice for core/essential texts, where funds permit. E-books will be purchased as part of our collection development in consultation with the Schools/Colleges.

**Print books** Multiple copies of print books will be purchased where appropriate, and assigned to one of the Library’s loan categories (3 week, 1 week, overnight, reference).

**Individual journal title** Print journals, where purchased, are made available on a reference-only basis. Titles should be purchased in e-format where they are available and affordable. Exceptions may be made for trade titles, current awareness, or for titles which are highly visual and required for browsing purposes. Journal titles are not generally duplicated in both print and electronic formats and e-journals will not be purchased individually if they are already present in a database subscription without embargo. Journals will be provided through publisher collections or packages wherever possible, benefiting from the savings of scale offered by national purchasing consortia agreements.

**Databases and E-Journal Collections** These may lead to potentially significant and long-term financial commitments. Decisions about new databases and e-journal collections, and renewals of current subscriptions, will be made by Academic Support Librarians (ASLs) in discussion with academics, using factors including cost, usage data, usability of interface, reliability of access and an assessment of the likely impact on the acquisition of other resources. Schools/Colleges may be required to put together business cases for material they require which cannot be supported from the current budget allocation, and may be asked to nominate cancellation of existing titles in consultation with their Academic Support Librarian. We will not maintain multiple subscriptions to databases from different suppliers where the content and functionality is broadly identical, unless an exceptional case can be made.

**Newspapers** National newspaper access is provided through electronic databases, with the exception of the Financial Times, which is purchased in print form to support the needs of the Claude Littner Business School.

**Audio-visual material** We source A/V material from a range of suppliers, but use the main SUPC suppliers in preference to other routes. The Library has a subscription to the Box of Broadcasts (BoB) service which makes available TV and radio programmes from all free-to-air channels for the past 30 days. Items can be downloaded or programmed for recording to support teaching and/or research needs. We don’t purchase material on DVD which is available via BoB, and we are unable to accept off-air recordings made by academics into Library stock. We will investigate streaming services where appropriate.

**Obsolete formats** Obsolete formats will not be purchased or retained in the Library collections, unless an exceptional case can be made.
**Music** Music scores and recordings will be acquired on the recommendation of academic staff and at the discretion of the ASL (Music). Priority will be given to the purchase of study and performance scores primarily required for teaching purposes. Classical and jazz music recordings can be found on the Naxos Music Library database.

**PhD theses** All completed PhD theses are held in stock in printed format and are uploaded in the UWL Repository. On the rare occasion that a thesis might be restricted due to commercial or copyright concerns this would be communicated to us by the Graduate School and we would only hold the metadata relating to the thesis in the UWL Repository, with no print copy available.

**Out of print material** requested by Schools/Colleges may be purchased via our main supplier’s OOP services, where available, or via other routes such as Amazon or second-hand booksellers. However the Library cannot guarantee supply of such items, especially in multiple copies.

### 3.4 Suggestions for purchase

Academic Support Librarians (ASLs), from their knowledge of both the subject and the needs individual Schools/Colleges, purchase material.

Suggestions are welcomed from academic staff and students which can be submitted using the suggestions forms on the library website or by discussing with ASLs directly.

When an item hasn’t arrived in stock after 30 days of the request, we will communicate to the requester to update them on the situation and offer alternative options.

By enabling users to request items that are on loan to other people, through the reservation scheme, the library manages the circulation of stock and ensures that people are able to access the material as soon as possible. Academic Support Librarians regularly monitor items which have multiple reservations in order to inform stock purchase.

The ASLs actively source collection development information to help them by proactive to user needs by attending school/college boards and meetings, embedding themselves in the school, and analysing comments from the NSS, PTES, internal surveys, module evaluation forms and other feedback options.

### 3.5 Reading lists

Reading lists should be made available to the respective ASL no later than three months in advance of the module start date. If lists are not received in good time then the Library cannot guarantee supply of the required resources, especially where those resources are not readily available from our main suppliers and/or are out of print.

For lists received in good time the Library will endeavour to supply material within 21-42 days from the date of the order as per consortia service level agreements, but it should be acknowledged that some material may take longer to obtain.
3.6 New programmes and modules

Notice of new programmes and modules is essential, especially where additional resources are required, and additional funding may need to be sought. These are signed off by the Director of Library Services after consultation with the Heads of Academic Support, Resources & Technology, and the relevant Academic Support Librarian. Details of additional student numbers are always helpful as this may affect the number of print books required.

3.7 Donations

Book donations may be accepted if the items are relevant to the teaching and/or research needs of the University. However the Library reserves the right to refuse donated material, or to withdraw or sell material donated to its collections if no longer required or relevant.

Journal donations cannot generally be accepted if the title is available to institutions by subscription as we are obliged to pay institutional rates for our ongoing subscriptions under our current procurement contracts.

All donations will be considered and assessed against our Donations Policy, which takes into account matters relating to size, space, relevance, conditions and value.

4. Collection management

The Library aims to house items appropriately within the space available to the Library, giving due consideration to factors such as subject, usage, vulnerability, value and the size of both collections and individual items.

The availability of items will be publicised through the Library’s catalogue and discovery systems.

Items will be preserved as appropriate through repair, binding or relocation.

4.1 Physical location and collaborative collection management

Library materials to support the University’s current teaching and research are housed on open access shelving where possible, utilising both static and rolling shelves.

We use the most recent version of the Dewey Decimal Classification system (DDC) to classify our stock.

In order to optimise use of its own space, the Library may consider entering into partnership with other libraries including collaborative storage schemes. The Library will consult with relevant Schools/Colleges over any such arrangements.
4.2 **Cataloguing**

The Library has an online catalogue. Records for newly acquired material are added to the Catalogue according to agreed international cataloguing standards. Records for e-resources are generally added to the knowledge base of our discovery service to aid retrieval.

4.3 **Retention and stock review**

ASLs regularly review the print collections and e-books in the Library to judge whether items should be removed from stock. Guidelines for review include the currency, usage, in-print status, relevancy, condition, and institutional importance.

Items withdrawn from stock are generally offered to organisations such as the Book Rescuers who then resell or recycle them on our behalf for charitable purposes. Any income raised from disposal via this route will be returned to the Library IRB.

4.4 **Digitisation**

The digitisation service exists to supplement printed material which is not available in other formats. However this service should not be used as a substitute for purchasing material in electronic formats – if an e-book is available, this should be purchased where funds permit and where value for money can be demonstrated in preference to scanning from print copies in our collection.

Requests for scanned material should be received by the Library at least a month in advance of the start of the module, and may take up to 20 days to be processed.

Scanned extracts from books and journals in our printed collection will be checked annually to ensure they are not infringing Copyright Licensing Agency (CLA) licence conditions. We will only scan from items which are part of the Library’s permanent printed collection.

5. **Partnerships**

University partnerships negotiations need to include discussions relating to the provision of e-resources, due to publisher licensing restrictions. All partner staff and students are granted physical access to the Library spaces, and given borrowing privileges. Notice of new partnerships received should take account of the requirements of publishers and make a distinction between franchised programmes where students are returned under UWL figures, and validated programmes on which students are returned by the respective partner institutions. Printed material is not purchased by UWL to stock partner institution libraries.
6. Interlending and document delivery

The purpose of the inter-library loans service is to access content needed for teaching, learning and research at the university. It is used to supplement our collections where items are not easily available, affordable, or relevant to our areas of collection development. However as costs are still incurred against the IRB when using this service, we will regularly assess requests to ensure best value for money.

Where it is cheaper to buy a copy of a book than it is to obtain it on loan through the British Library, we will purchase it for our collection. Where we have multiple requests for articles from a particular journal, that journal may be considered for purchase for our collections in the next renewal cycle.

Requested items from the inter-library loans service can take up to three weeks to arrive, as we may need to contact other libraries for loans from their stock.

7. Research and Open access publishing

7.1 Material for research

The Library will invest in the purchase of material to support the research interests of the School/College; however, it is unlikely to purchase high-cost resources to benefit the needs of one individual or office, and will seek to advise on arrangements for access across the SCONUL Access network or by other routes instead.

7.2 Open Access Publishing

The Library is fully committed to open access publishing as a means to promote and enable wider access to scholarly research.

Academic staff are encouraged to make their research outputs available through the UWL Repository at http://repository.uwl.ac.uk.

8. Archives and special collections

The Library houses the UWL Archive, which is currently comprised of the Heathrow Archive plus a small collection of material on the history of the Library.

Additional collections will be actively sought from within the University in the first instance, from both academic schools/colleges and the central support departments. These collections may be historical material or more recent material related to the development of the university.

Donations may be considered for the archive if they meet the subject interests of the University and the criteria set out by the Archivist.
9. Donations

9.1 Introduction

UWL Library Services is very grateful for donations received from students, academics and those with an association with the University.

Items should always be consistent with the teaching and research interests of the University, and the Library Services resource development policy.

However, in all cases the value of any donation will be balanced against current space constraints and the costs of checking, cataloguing, processing and preserving the material.

The Library also reserves the right to refuse donated material if additional space or staffing requirements cannot be met or diverted without impairing our normal service, or to withdraw or sell material donated to its collections if not longer required or relevant.

9.2 Book donations

Book donations may be accepted if the items are relevant to teaching or research needs of the University – we particularly welcome additional copies of textbooks already in stock, provided they are in good physical condition.

We are unable to accept donations of material where editions have been superseded, or where the subject matter is on topics unrelated to teaching or research areas at the University.

9.3 Journal donations

Donations of current journals cannot generally be accepted if the title is available to institutions by subscription as the publishers expect us to buy these titles ourselves. In particular we are unable to accept donations of titles purchased by academics at personal subscription rates, as we are obliged to pay institutional rates for our ongoing subscriptions under our current procurement contracts.

Back copies of journals will only be accepted if we have no access to the title in electronic format, if we have sufficient space, and if there is a proven need for previous volumes of the title to be provided to support teaching and research.
9.4 **Other types of material**

Other types of material (music scores, DVDs, CDs) will be considered on a case-by-case basis. We are unable to accept large collections ‘sight unseen’ and instead would work with Schools to develop their collections through traditional purchasing routes.

We are unable to accept donations of items in obsolete formats such as videotapes, audiotapes, microfilm/fiche or vinyl.

As the Library currently has no closed storage or archival facilities, we would only be able to consider such donations with prior notice and agreement, and these should first be referred to the Head of Resources & Technology (on behalf of the Library Management Team) in order for any implications relating to the acceptance of such a donation to be discussed and addressed.

We are unable to accept items with caveats or restrictive conditions including special access arrangements, and cannot undertake to keep donations together in a discrete collection.

Any donation accepted will become the sole property of Library Services, and will be made available to all Library customers.

10. **Library Dissertation Collection Permission**

In order to support students, the Library would like permission to collect exemplary or significant undergraduate and postgraduate dissertations as part of a print collection or future digital collection.

Guidance for dissertation copyright is outlined in the University’s *Intellectual property rights policy and guidelines for undergraduate students* (available [here](#)). The following is an extract from this policy:

**5. Student dissertations and theses**

5.1 Usually the copyright in dissertations and theses is owned by UWL Undergraduate Students.

5.2 However, where a sponsor or funding body requires (as in 2.2.1) IP to be transferred or assigned to it the copyright shall be dealt with in accordance with those requirements.

5.3 If conditions are attached to the grant or other funding under which the work was sponsored, these must be strictly complied with.
5.4 UWL will have the right to digitise and make public dissertations and theses and place these in The UWL Institutional Repository. This will be controlled by the University in accordance with its normal academic practice taking into account the Institutional Repository Policy.

Permission forms may be downloaded from the following links:

- **Permission Form for Undergraduate Students (pdf, 327 kb)**
- **Permission Form for Postgraduate Students (pdf, 328 kb)**