

Collection Development and Management Policy

Owner: *Head of Library & Academic Skills*

Approved by: *Learning, Teaching and Student Experience Committee
Academic Committee*

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Collection Development and Management Policy for Regent's University London Library Services 2023-24

Introduction

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

The Collection Development and Management Policy is informed by the Regent's vision and strategic plan and will respond to any changes in these strategies and principles.

Excellent library resources contribute significantly to the student learning experience.

1. Executive summary

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

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 the collection is relevant and up to date

This Collection Development Policy covers all areas of the collection and is a guide for library staff, especially Subject Librarians, on the management of the library stock.

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 Space and budget management, withdrawal of outdated and not relevant stock, cancellation of journals and other subscriptions are reviewed regularly to ensure that the stock reflects the current curriculum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

The table below identifies the range of available resources as of May 2023. All resources are available to all students and staff.

	Regent's University London Library
Books (number of print book)	38,562
DVDs	2,131
Theses and dissertations	200 – postgraduate and PhD available online
Print journals	Yes - subject specific and general
Electronic resources – journals and books	Yes
Trade publications	Yes
International Newspapers and magazines	Yes – online

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 suppliers 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

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 includes physical and ebooks, anything accessible through RULDiscovery and additionally suitable resources available online.
- 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'.
- Subject 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 with priority given to ebooks. Where there is an expectation that students purchase core texts, this should be made clear in programme handbooks and Subject Librarians notified.
- Where there is evidence of heavy demand for particular texts used across several modules, or high numbers of students, the library may purchase additional copies after consultation with other relevant Subject Librarians.
- Where a title is available as an ebook, the library will stock the ebook as the preferred format. 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. This is dependent on the number of concurrent reader licenses for the ebook, price, subject relevancy, and availability on the present ebook platform. Academic staff will be contacted if the licence, and price is too high and offered an alternative.
- The Timed Loan collection on campus may be used to relieve pressure on print text in high demand.
- New editions of titles on reading lists will be purchased. The previous edition will be withdrawn unless academic staff require students to refer back to older editions.
- The library additionally runs a Demand Driven Acquisition service. A selection of ebooks which are not currently owned by the library are available on RULDiscovery and are only triggered to be purchased when a user reads the book. This improves the collection for the user without the initial cost of buying books which may not be used for the library.
- Articles or book chapters not held by the library 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 library has 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 available in the library reflecting the subjects that are taught.

- New journal recommendations are received from the academic staff through the Subject Librarians.
- Requests for journals in the first instance will be in electronic format due to space limitations. These will be considered on a regular basis and budgeting implications taken into account. The Subject Librarian will notify the relevant academic areas on the decision.
- In liaison with the Subject Librarian, subject areas 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 annually before their renewal. The cost-per-usage will be considered based on the usage statistics for the previous year. This will be done alongside the importance of the subscription for the subject and availability of similar subscriptions.
- The library services will monitor requests for new online products and will discuss a trial of the resources with the relevant Course 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 Subject 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 copies of postgraduate dissertations and PhD theses. Due to space limitations the library only holds these electronically on the Library Management System.
- The PDF's will be included in the Library collection and can be accessed electronically through the Library Catalogue.
- 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.

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.

The DVD collection is deemed necessary to support the teaching of film and media at Regent's. DVDs are procured and retained by the library on the following basis:

- Films on reading lists for currently taught modules

- Foreign language films that are not easily accessed elsewhere but that have relevance to languages taught at Regent's such that they will support students' learning of those languages
- Shakespeare plays (cross referenced with ones available through databases)
- Recent films (last 5 years) with cinematic interest and relevance to film studies
- Subject documentaries and TV documentaries
- Films that notably increase diversity and representation in films eg. ethnic minority directors, female directors, LGBT content

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 will be accepted unless they constitute material identified as heavily in demand 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 library is 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 with consultation with the appropriate Subject Librarian.
- Donations that have been received but do not meet the criteria will be disposed of environmentally or be sent to the Better World Books charity which the library supports.
- The library encourages all RUL academic staff to donate a copy of their academic publications.
- The library retains the right to remove donated items in the future if found to be unneeded. Removed items will be donated as explained in 4.4 Collection Review.

3.9 Student Support and Accessibility

The library 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 library 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 library may also obtain/convert titles required by students with SSAs for research purposes.

4. Collection Management

4.1 Location and circulation of materials

- The Library holds the main collection specialising in business, psychology and psychotherapy, humanities, film and media and languages and culture. and fashion and design resources.
- 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 – 3 weeks – Books and DVDs
- Overnight
- Timed loan items – 4 hours
- SSA Students – 4 weeks, books only

The number of items loaned to each user is based on the category of user. 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 and Educational Developments. The budget for the library services is managed by the Head of Library & Academic Skills.

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 to the individual subject librarian and reflects the number of students studying the subject.

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 subject areas.

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

4.3 Working with Subject

The information below provides guidance on how the subject areas and the libraries work together.

- Subject is split into Business and Management; Psychology and Psychotherapy; Fashion and Design; Drama, Film and Media, Liberal Studies, PGCHE, and Language and Culture.
- Resources are purchased through consultation with the Subject 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
 - Availability of digital versions of items
 - Number of copies required
 - Prices of items required
 - notify the relevant Subject Librarian of results.
- Subject Librarians will inform academic staff on new titles in the given subject area that may be of interest for courses and modules.

The book budget is split across the following:

- Business
- Fashion & Design
- Film, Media & Performance
- Languages
- Liberal Arts
- Psychology & Psychotherapy
- Library General
- Inter-Library Loans
- Demand-Driven Acquisition

The split of the total book budget is decided by the Head of Library & Academic Skills to best reflect the needs of each subject each budget year. This is subject to change throughout the year depending on the needs to purchase more books as a result of revised reading lists or new 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 Subject Librarian needs to consult with the Head of Library & Academic Skills/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.

Academic staff will be asked to review their journal subscriptions on a regular basis in consultation with the Subject Librarian to ensure that they are still relevant to the teaching and research of the university.

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 Subject Librarians, working with academic staff from the relevant disciplines. Space constraints also necessitate regular book stock review.

Responsibility for retention and withdrawal of stock lies with the Subject Librarians and the Head of Library & Academic Skills, 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
- Space constraints
- User feedback

4.5 Inter Library Loans

Items that are not readily available from the library 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 Head of Library & Academic Skills. This is to ensure that it reflects the developments and changes across the University. The Collection Development Policy will be taken to the relevant committee for approval.

James Cressey
Head of Library & Academic Skills
Updated August 2023

5. Schedule A

The applicability of this Policy under the University's Collaborative Provision arrangements is detailed below.

Where the Regent's University London Policy applies, collaborative partners may use different terminology, e.g. 'programmes' and 'units' instead of 'courses' and 'modules'.

Domus Academy

This policy is not applicable to Domus Academy. Students should refer to Domus Academy's policies for applicable policy.

Istituto Marangoni (London)

This Policy is not applicable to students studying at Istituto Marangoni London. Students should refer to Istituto Marangoni London's Policies for applicable Policy.

Istituto Marangoni (Paris)

This Policy is not applicable to students studying at Istituto Marangoni Paris. Students should refer to Istituto Marangoni Paris' Policies for applicable Policy.

Liverpool Media Academy (LMA)

This policy is not applicable to LMA. Students should refer to LMA's policies for applicable Policy.

Macromedia

This policy is not applicable to Macromedia students. Students should refer to Macromedia's policies for applicable policy.

Policy version tracking

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1.0.	August 2017	Updated	Anne Rowlands	Published
1.1.	April 2018	Annual review.	Anne Rowlands	Published
1.2.	May 2019	Annual review.	Anne Rowlands	Published
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1.4.	May 2021	Annual review.	Anne Rowlands	Published
1.5.	May 2022	Annual review	James Cressey	Published
1.6	October 2022	Addition of DVD retention policy in 3.7	James Cressey	
1.7	August 2023 - November	Annual review	James Cressey	Published
1.8	October 2024	Addition of Schedule A clarifying applicability of policy to collaborative partners. Approved by Academic Committee October 2024.	Collaborative Provision Manager	Published