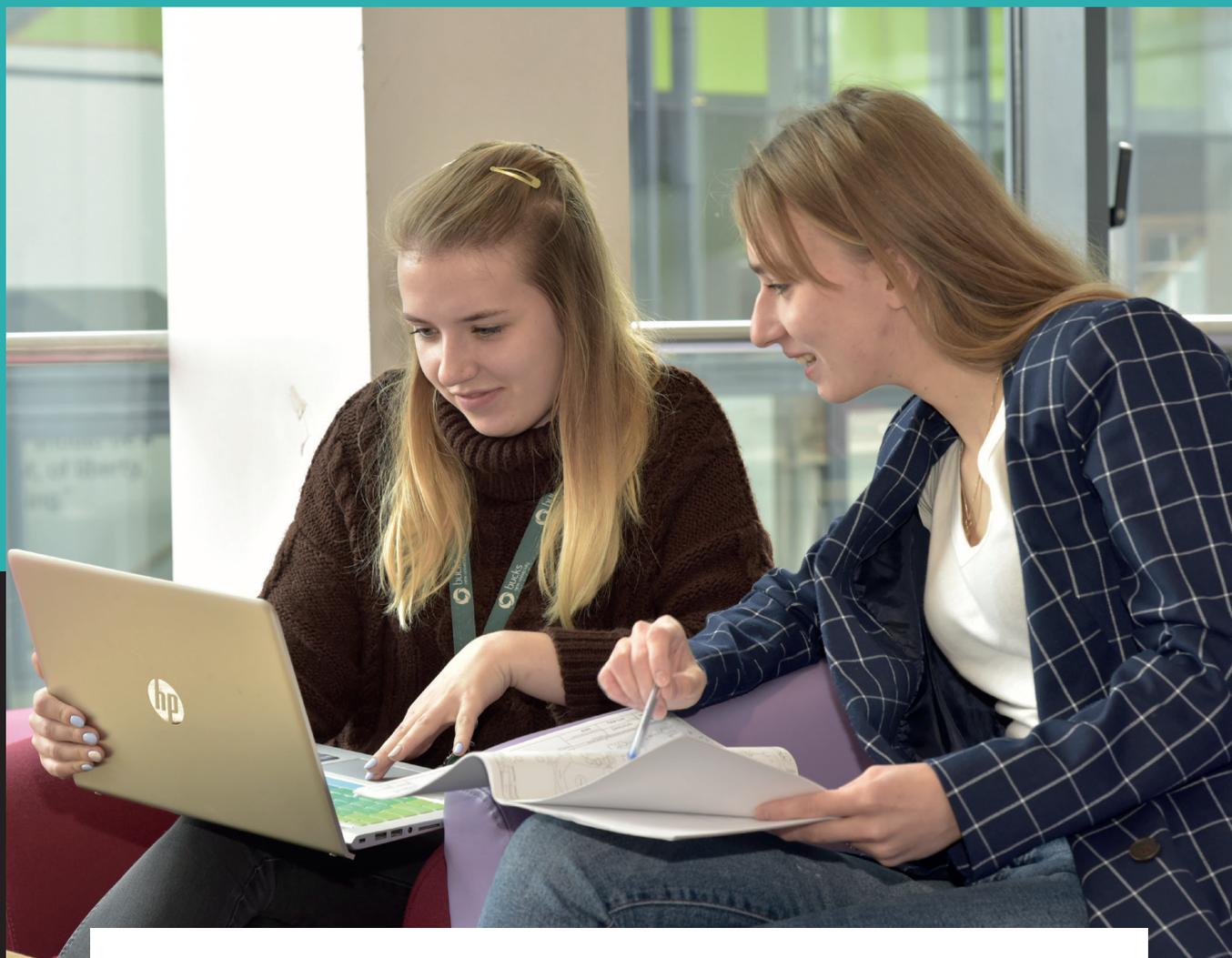




BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



LIBRARY SERVICE COLLECTION MANAGEMENT POLICY

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Background

- 1 The University's libraries support the University's 2016-2021 Strategy and the core aims of education, research and enterprise, and people and organisational effectiveness.

Purpose

- 2 The Policy provides the Library with a framework to establish best practice for the selection, acquisition and disposal of all types of material and resources and the provision of electronic resources relevant to teaching, learning and research in a cost-effective manner.

Access

- 3 The Library aims to provide parity of access to collections and resources for all students and employees.

Budget allocation

- 4 To ensure the parity of provision across all subject areas budget allocation is reviewed annually.
- 5 Book budget allocation is based on Full-Time Equivalent student numbers and the average cost of books for specific subjects identified using Library Management System performance data.
- 6 Funds for reoccurring expenditure on subscriptions for journals and databases are top-sliced. These resources are often relevant to a number of courses taught across Schools and Faculties, funded with regard for student numbers, the nature of the courses and parity of provision across all areas.

Selection criteria

- 7 Material is selected to support the University's teaching, learning and research needs. The Library has an electronic format first policy wherever possible, depending on availability and cost efficiency.
- 8 Selection of material is facilitated by Subject Librarians working in consultation with the relevant academics.
- 9 Recurring subscriptions to journals and databases will be regularly reviewed by the subject librarians in line with the scrutiny for new requests to ensure their continuing fitness to purpose.

Text selection

- 10 E-Books will be selected in preference to print copies wherever possible.

- 11 Essential texts will be bought at the rate of 1 copy per 10 students within budget constraints.
- 12 Recommended texts will be bought at the rate of 1 copy per 20 students within budget constraints.
- 13 Background reading texts will be purchased as funding allows.
- 14 Loan periods appropriate to these items will be allocated by the Subject Librarians who will take into consideration requests from academics, feedback from students and data from the Library Management System on the number of reservation requests on an item.
- 15 When purchasing print copies paperback editions will be purchased unless only hardback editions are available or the paperback is of too poor condition to withstand anticipated usage.
- 16 Missing, lost or damaged material will be replaced from the relevant book fund if the item still fulfils the criteria for selection.

Journal selection

- 17 E-Journals will be selected in preference to print copies wherever possible.
- 18 Journals will be ordered by Subject Librarians in consultation with academics, giving consideration to budget constraints.
- 19 E-Journal usage statistics will form part of the review process when renewal of journal subscriptions is being considered.

Database selection

- 20 Databases, which are the most costly items to which the Library subscribes, will be ordered in consultation with academics.
- 21 Wherever possible a 30-60 day trial will be conducted prior to subscription.
- 22 Due consideration will be given to the time period for which the licence is to run as these can be long term commitments.
- 23 In addition to relevancy of content, ease of use, accessibility, availability on and off site, number of concurrent users, contract terms, provision of usage statistics and value for money will all be considered before ordering.
- 24 Database usage statistics will form part of the review process when renewal of database subscriptions is being considered.

Student led purchasing

- 25 The Library will provide the opportunity for students to engage with their learning and become partners with the Library in developing collections in their subject area by offering an e-book and print Student Led Purchasing scheme.

Loan periods

- 26 There will be a 7 day loan period for items anticipated to be in high demand.
- 27 There will be a 28 day loan period for items not in high demand.
- 28 Information from the Library Management System will contribute to decisions regarding the loan period.
- 29 Students with specific educational needs will be given 14 day loans instead of 7 day loans.
- 30 There will be a Short Loan period of 4 hours to be used for texts in very high demand.
- 31 Items will be renewed automatically unless required by other user. The renewal is blocked if another user has placed a reservation.
- 32 A user can place up to 5 reservations at one time.
- 33 Journals and reference only copies of books will not be lent.

Borrower notification

- 34 To ensure equal opportunity of access to loanable items all borrowers are sent loan status notifications which inform them of reservations on items they have borrowed and when the reserved item is overdue.
- 35 The following notifications are sent:

| Message sent | Timing |
|--|---|
| Confirmation email that loans have been renewed and advising of any reservations | 1 day before material is due for return |
| 1 st Overdue email | 1 day after material is due for return |
| 2 nd Overdue email | 7 days after material is due for return |
| 3 rd Overdue email including book replacement cost | 14 days after material is due for return |
| Invoice letter | 21 days after material is due for return. |

- 36 Graduating students and employees leaving the University are reminded to return all items before they leave.

Loan entitlements

- 37 Undergraduates are allowed 10 loans at a time.
- 38 Second year students have their loan entitlement increased to 16 items from April to allow for material they need to use as part of their dissertation research.
- 39 Final year and Master's students are allowed 16 loans at a time.
- 40 Research students are allowed 20 loans at a time.

- 41 University employees are allowed 16 loans at a time
- 42 Society of College, National and University Libraries (SCONUL) Access Borrowers and External Users are allowed 4 loans at a time.
- 43 Loan entitlement will be reviewed periodically and information from the Library Management System and student feedback will be taken into consideration.

Document supply and interlibrary loans

- 44 Library Services offers access to publications not held in stock. A charge for this service is made.
- 45 Books, book chapters and journal articles will be supplied to Library users of good standing as follows:
- 46 Final year undergraduates and postgraduates on taught courses can request up to a total of 2 items at a nominal charge. The rest of the cost is subsidised by the Library.
- 47 Undergraduates and postgraduates can apply for additional items at full cost.
- 48 PhD/MPhil researchers and academic employees have no limit imposed by the Library. In agreement with the Faculties, these requests are underwritten by the Faculties and expenditure is reviewed quarterly.
- 49 All students and academic employees can also apply for health related articles from the co-operative document supply scheme the National Union List of Journals (NULJ) for a nominal charge. A maximum of 6 requests at a time is permitted.

Postal loans

- 50 Books from Library stock may be posted within the United Kingdom and photocopies or PDFs of journal articles and book chapters from Library stock may be posted or emailed to Library users who have extenuating circumstances.
- 51 Please note that postal loans are not available to students on placement.
- 52 Postal loans are included in a Library user's total loan allocation.
- 53 Loan periods may be extended to allow for delivery and return of items.
- 54 Materials available in electronic format will not normally be supplied.
- 55 No charge is made for this service; however the student is expected to bear the cost of returning the item via a secure postal service.

Withdrawal of print and electronic stock

- 56 The withdrawal of stock will be undertaken regularly. Subject Librarians will identify stock which is no longer required in consultation with academics.
- 57 A specialist book removals service will be used to remove stock from site.

- 58 In the case of material which is part of a wholly University owned special collection a suitable custodian will be found wherever possible.
- 59 The criteria for withdrawal will be as follows:
- Lack of relevance to current and anticipated courses at Bucks New University.
 - Lack of use: the Library Management System can be used to identify items which have not been issued for a period of time, usually five years but can be more or less dependent on subject.
- 60 Where currency is important, within specific subject areas, the Library Management System can be used to identify items published before a specified date.
- 61 Items to be considered for withdrawal will usually be available to academics for a short period of time and may be kept in stock or passed to employees for their own use.
- 62 Old editions of print copies which are kept, usually at the request of an academic, will be marked "New edition available".
- 63 In order to withdraw older editions of purchased e-books, a list of titles and editions will be provided to the Subject Librarians periodically for consideration. Once annotated by the Librarians the list can be used to remove the particular editions from the Library Catalogue.

Donations

- 64 The Library welcomes donations of appropriate teaching and research materials subject to the guidelines and conditions of acceptance below. The same objective selection criteria applied to library purchases are also applied to donations. The guidelines for acceptance are as follows and donated items should:
- Be relevant to the University's teaching, learning and research interests.
 - Be on subjects that the University teaches or plans to teach.
 - Be in good physical condition.
 - Where vocational subjects are concerned have a recent publication date or have content that is considered to be current.
- 65 Conditions of acceptance are as follows:
- The library reserves the right to accept or decline prospective donations.
 - Acceptance is at the discretion of the relevant subject/research librarian and/or the library services manager.
 - Donations accepted become the exclusive and absolute property of the University.
 - Donations may be disposed of if they cease to be of value to the library's collections.
 - The library reserves the right to decide how to dispose of donated material.
- 66 Relevant collections may be considered on a permanent loan basis. In this case a deposit agreement will be drawn up.
- 67 Large donations should be discussed with the librarian in advance so that appropriate arrangements can be made.

- 68 The progress of unsolicited material cannot be tracked within the system and if sent without prior arrangement such material cannot be returned and may be discarded.

Responsibilities

- 69 The Library is responsible for implementing, developing and reviewing the Policy in consultation with stakeholders.