

Information Services Collection Policy for the School of Education

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1. Introduction

Information Services holds and provides access to information resources to support the research, learning, teaching and business activities of the University. For the same purposes, but also in support of the actual and potential interests of the local, regional, national and international research community, the library holds and provides access to Manuscript and Special Collections.

2. Overview

2.1. Collections

Information Services aims to provide information resources to fit the priorities of the School of Education, within practical and budgetary constraints. Information Services will attempt to acquire sufficient material for undergraduate and taught postgraduate courses. It also aims to hold key materials which support the research activities of the School.

Library collections include, but are not limited to, the following types of information resources:

- printed material, including books, pamphlets, journals, newspapers, music, maps etc
- eBooks and eJournals
- electronic databases
- photocopies and electronic copies
- photographs
- multimedia materials
- microforms
- manuscripts
- sound, video and film recordings

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Information resources are provided under the following arrangements:

- owned by the University and managed by Information Services
- licenses or other permission from the rights holder
- partnerships and other collaborative arrangements
- public domain resources

2.2. Global library collections

Information Services is managing a global collection.

Many items required by users will not be available in the library collections of The University of Nottingham. Efforts will be made to obtain access to such items through Inter-Library Loan or other document delivery services. The cost of such requests, up to a certain quota, will be subsidised by Information Services, though a nominal fee will be charged. The fee for requests in excess of the quota, however, will approximate the full cost, excluding staffing and administrative costs.

3. Mechanisms for implementation of the policy

3.1. Scope of the current policy

The policy is to acquire materials on all aspects of education relevant to the learning, teaching and research carried out in the School. In addition materials will be acquired which build on the strengths within the education collections in order to maintain their local and regional importance and to provide a broad, balanced collection for further research and project work.

The policy is to be monitored by the Faculty Team Leader, the Faculty Team Librarian and the Library Liaison Representative. Each year the policy will be reviewed and, if necessary, revised by a member of the Social Sciences Team and the Library Liaison Representative for the School of Education.

3.2. Provision

Material will be purchased to support the current teaching and research interests within the School of Education.

3.2.1. Teaching and learning

Particular subject areas relevant to teaching and learning include the following:

- Initial teacher training
- Continuing & lifelong education
- Research methods in education
- Human Relations
- Learning & teaching
- Local and regional history

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- Archaeology
- Literature & Children's literature
- Visual arts
- Modern languages
- Counselling
- Information Technology
- History
- Creative and professional writing

3.2.2. Research

Particular subject areas relevant to research include the following:

- Second and Foreign Language Pedagogy
- Language and Literacy Studies
- Human relations and counselling
- Teacher and school development
- Educational leadership
- Mathematics education
- Comparative Education
- Humanities and Science Education
- Home-School relations
- Urban programmes, social inclusion
- Assessment and evaluation

Where there is overlapping interest or joint research projects with other departments, schools and faculties, the Social Sciences Faculty Team will collaborate with colleagues to ensure provision of relevant material.

3.3. Funds for acquisition

Funds which may be used for purchase of materials for the School of Education are:

- the School book fund
- bids for a share of funding to support new modules/new lecturers

The level of funding will be communicated to the School each year as early as possible via the School Library Liaison Representative. The representative will be regularly informed of the status of the fund. Updates can be obtained at other times as required from the Social Sciences Faculty Team.

Periodicals are purchased through a separate Faculty-based periodical fund.

3.4. Selection and recommendation mechanisms

The following tools are used for selection of resources:

- information received from module convenors and contributing lecturers
- communications and suggestions from the school

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- publishers' and booksellers' catalogues (print or online); Dawson's EnterBooks
- current awareness listings e.g. Coutts Library Services profile reports

The Social Sciences Faculty Team is also alerted to heavily reserved items or items reported missing or damaged. The Social Sciences Faculty Team is responsible for ordering extra copies or replacing these items, through separate budgets.

Information Services also relies on academic staff for book suggestions.

3.5. Ordering and receipt mechanisms

Items are ordered by the Social Sciences Faculty Team or centrally by the Acquisitions department and are recorded on the Library Management System. Urgent orders are normally sent within five working days; all orders are sent in accordance with Key Performance Indicators.

Items currently on order are displayed on the Library Online Catalogue (UNLOC). Reservations may be placed on items at any stage. Further information regarding items on order can be obtained from the Social Sciences Faculty Team.

3.6. Donations

The collections have, over the years, been enhanced by donations. Donations will normally be added to stock only if relevant to the current teaching or research profile or if they strengthen existing specialist areas. Substantial donations must be notified to, and agreed with, the Social Sciences Faculty Team Leader or the Faculty Team Librarian for Education before delivery.

There is a separate Donations Policy.

3.7. Classification and storage

Items acquired will be stored in the most appropriate library and classified in the appropriate subject area. Items may occasionally be duplicated between libraries.

Items are classified according to the Library of Congress classification scheme. A copy of this scheme can be consulted online from the Library of Congress web site: www.loc.gov.

Extra copies of books which are in heavy demand are bought where they are available.

Material which is fragile or less-heavily used may be placed at the King's Meadow Campus. The Library Online Catalogue may be used to request items at the King's Meadow Campus, which will normally be made available within two working days.

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3.8. Subject resources

Important printed and electronic resources of interest to the School of Education are available through the eLibrary Gateway. These resources include bibliographic databases, internet subject gateways, full text resources and electronic journals.

The following resources are of particular relevance to the School of Education:

- Australian Education Index
- British Education Index (BREI)
- ERIC
- International Education Database
- Eurybase (Eurydice)
- PsycINFO
- Scopus
- Web of Knowledge

3.9. Journals

Journal price inflation is consistently higher than average inflation. This means Information Services is unable to invest in new print journal titles at present without a balancing cancellation. Journal subscriptions are reviewed at the Social Sciences Faculty Library User Group.

The School has an interest in the following e-journal packages:

- JSTOR
- Project MUSE
- PsycArticles
- PsycInfo
- Science Direct
- WileyBlackwell

These and other individual electronic journals may be accessed via the eLibrary Gateway or UNLOC.

3.10. Conference proceedings

Where conference proceedings contribute substantial information to the subject they may be acquired.

3.11. Standing orders

Information Services recognises the importance of continuing commitment to major monographs in series and attempts to maintain these where appropriate. These titles will be reviewed to match changing teaching and research profiles.

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Those currently charged to the School of Education bookfund include:

- Law of Education

3.12. Theses and Dissertations

Printed copies of PhD theses are kept in the King's Meadow Campus library collections. A small collection of representative masters' dissertations is kept in the Djanogly Learning Resource Centre. Theses and dissertations may also be submitted to the library electronically. For more information see: <http://etheses.nottingham.ac.uk> or <http://edissertations.nottingham.ac.uk/>

3.13. Balance between printed and electronic resources

Information Services seeks to provide access to new electronic resources where appropriate, whilst taking care to monitor the balance between printed and electronic resources.

3.14. Reading lists

In order to ensure copies of recommended texts can be obtained in time for relevant modules, reading lists should be submitted by academic staff to the library 10 weeks before the start of the Semester, usually no later than 15 July for Semester 1 and 15 November for Semester 2.

Reading lists should include details of author, title, edition (where applicable), year of publication, publisher and ideally place of publication and ISBN. A note of the expected number of students on the module should also be included.

Module convenors are encouraged to make reading lists available online at: www.nottingham.ac.uk/is/gateway/readinglists.

3.15. Short Loan Collections

3.15.1. Photocopies

Photocopies of journal articles may be held in the Short Loan Collection provided they are within permitted limits. Photocopies from originals within the library's own collection can be placed in the Short Loan Collection, provided the publisher participates in the Copyright Licensing Agency agreement. Any other material has to be obtained via the British Library copyright fee-paid service using the Inter-library Loan service.

3.15.2. Digitised copies

Documents covered by the terms of the Higher Education Scanning Licence, or for which separate permission has been obtained from

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copyright holders, may be acquired and made available in digitised form for students to access via the online reading lists.

3.16. Binding

Binding of material in the collections is supported from the binding fund. Titles selected for binding will be reviewed from time to time to ensure the preservation of heavily-used periodicals.

3.17. Expensive and interdisciplinary items

Expensive items, reference works, and items of an interdisciplinary nature can be recommended by academic staff.

3.18. Collection management

The collection is regularly monitored and the Relegation Policy is available online: www.nottingham.ac.uk/is/about/policies/documents/library-collections-relegation-policy.pdf

3.19. Collection development

The collection will be developed to support teaching and research activity in the School of Education. Where it is appropriate, the collection will complement local and regional collections. The Social Sciences Faculty Team will consider active participation with national collection management initiatives.

3.20. Information Literacy

The use of the collection will be supported through information literacy sessions provided by the Social Sciences Faculty Team, including inductions, longer sessions arranged through the Graduate School and tailored sessions for the School of Education.

Pathway2Information will give staff and students general study skills guidance and support. These pages are available online: www.nottingham.ac.uk/pathways

3.21. Department of Manuscripts and Special Collections

This policy does not cover, in any detail, the work of the Department of Manuscripts and Special Collections within Information Services, whose holdings complement and extend core library collections. For advice on the department's collection policies, see www.nottingham.ac.uk/ManuscriptsandSpecialCollections/Collections/Introduction.aspx.