



**University of
Nottingham**

UK | CHINA | MALAYSIA

Collection Policy

Monographs and one-off purchases

University of Nottingham Libraries

Ruth Dale
July 2020

Document Information

Document Name:	Library Collection Policy (monographs)
File Name:	Collection Policy.docx
Version:	0.1
Status:	Final
Author:	Ruth Dale
Contributors:	Collections team, Resource Acquisitions team

Published Release History

Version	Date	Contributor	Reason for change
0.1	26.06.20		Final version approved by UoN Libraries Senior Management team

Contents

1	Mission	4
2	Scope.....	4
3	Governance	4
4	Extent.....	4
5	Background.....	4
6	Principles	5
7	Purchase, access and review	6
7.1	Core texts and reading lists.....	6
7.2	Library ebooks compared to etextbooks (digital textbooks)	7
7.3	Budgets	8
7.4	Review	8
8	Related Statements and policies.....	8
9	Contact for further information	9
	Appendix 1: Purchasing guidelines for reading list material.....	10

1 Mission

The library collections at the University of Nottingham inspire the academic work of the University by stimulating learners, teachers and researchers to discover, access and develop content in support of knowledge creation and dissemination. Our aim is to operate an evidence based, flexible and responsive model which meets current teaching, research and learning needs.

2 Scope

This Collection Policy covers the collections and activities at the UK campuses of the University excluding Manuscripts and Special Collections for which there are separate [Collecting Policies](#). It provides an overview of the policies governing “monograph” collections management within University of Nottingham Libraries (the Library). It sets out the principles according to which we identify acquire, maintain, store and make this content accessible and it applies to material in all formats.

In addition to this general Collection Policy other related policies are outlined in Section 8 below.

3 Governance

This document will be reviewed and revised at least every five years by the Library Senior Management Team, seeking feedback from academic stakeholders and Student Union representatives.

4 Extent

The Library’s significant print and online resources are discoverable via our online discovery system, NUsearch, and made available through eight library sites (excluding Manuscripts and Special Collections).

- Business Library
- Denis Arnold Music Library
- Djanogly Learning Resource Centre
- George Green Library
- Greenfield Medical Library
- Hallward Library
- James Cameron-Gifford Library
- King’s Meadow Campus Store

5 Background

Our collections are at the heart of the learning, teaching and research activities of the University. They underpin the University’s academic work and are a repository for the University’s research outputs and learning resources. We have built up extensive collections of print and e-resources to support current research and teaching in the University.

This document outlines how we will prioritise our collection development, digitisation and curation to match the current needs of our academic community with due regard to the

value of collections to the wider research community and as information assets of the University of Nottingham.

We would regard library resources as fitting into one of these broad categories (and seek to improve mechanisms for managing/identifying this).

- Current research and teaching: these collections are actively managed to meet current research and teaching needs. Material will be sourced in appropriate quantities and formats (print, electronic, digitised) informed by academic liaison and usage metrics. Material not available within our collections will either be purchased in response to demand or made available via interlibrary loan. Currency and usage of this material will be regularly reviewed to assess ongoing relevance.
- Heritage: these would be known collections of sufficient depth and breadth to be of interest to researchers internationally and nationally. Items will not normally be withdrawn from these collections, and items clearly of relevance could be transferred in from elsewhere through collaborative collection development schemes or received as donations. Older and less used material may be housed in the Central Store.
- Legacy: these are typically low use final copies of material which no longer reflects current research and teaching needs. These items or collections will not usually be added to using library funds and may be housed in the Central Store. They will be reviewed periodically and will only be withdrawn following a check of other University library holdings.

6 Principles

We will manage our collections in support of the learning, teaching and research activities of the University.

We will:

- Offer electronic delivery where available, appropriate, cost-effective and not detrimental to the research or learning experience. This will include seeking access across all campuses where possible to provide parity of experience and working with suppliers to maximise accessibility
- Maximise access to reading list materials using ebooks and digitised texts where possible as well as multiple print copies where appropriate
- Purchase either print books or library ebooks for wider reading/research
- Take advantage of emerging technologies to make our collections increasingly available to mobile and remote users
- Participate in any regional or national "consortium" purchasing to get best value for money
- Utilise innovative purchasing models to respond flexibly to customer needs, offering access when required rather than just in case
- Review low-use items to keep collections relevant, including relegation to our off-site Store to make best use of library shelving space
- Collaborate nationally on collection management initiatives which aim to promote and preserve national research collections
- Provide an interlibrary loan service to extend access to resources globally
- Where permitted, utilise licence exceptions and permissions to enhance electronic resource provision for users

- Make our physical collections available to external researchers through interlibrary loan and through reciprocal visiting and borrowing arrangements with other libraries, where appropriate and feasible
- Collaborate nationally to influence and support the emergence of new publishing technologies and business models to support accessibility, affordability and sustainability

7 Purchase, access and review

Purchasing decisions are based on evidence wherever possible, including recommendations from all users. (See our More Books pages, also linked from within NUsearch, www.nottingham.ac.uk/library/more-books/more-books.aspx)

The main mechanisms for purchasing /access are:

- Material to support taught courses - the online reading lists, alerting mechanisms for print and electronic titles in demand and an email contact to request additional copies
- Research texts and wider reading for academic purposes - an online Book Suggestion form and an Interlibrary Loan service. Interlibrary loan and reciprocal access and borrowing agreements continue to play an important role in extending access to resources, particularly for research and at higher levels of undergraduate and postgraduate study
- A wide range of ebooks made available through the catalogue and purchased on demand
- Significant one-off purchase of large/expensive e-resources (digitised primary material, historical content, databases etc) – usually assessed via usage and feedback during a trial period and considered for purchase each year when all other essential purchasing has been completed
- Alerts on new editions from our suppliers

We aim to have library copies of all texts on reading lists, giving access to the full breadth of reading recommended to students. See 7.1 below regarding quantities of core texts. Although we cannot recommend specific books to use in teaching, we can assist academics in finding new content themselves, and will generally check for new editions of items on reading lists.

The HE library sector both benefits from and contributes to the negotiation of package deals for journal content from all major academic publishers and many smaller ones. University of Nottingham Libraries also belong to the NEYAL regional purchasing consortium, which also gives access to national Joint Framework agreements for both books/ebooks and journals/ejournals. Wherever possible all purchasing uses one of these agreements.

7.1 Core texts and reading lists

The use of reading lists for access to core texts is a key component of the student experience. The Moodle Everywhere mandate of 2013-14 requires that every module should have an online reading list, taking advantage of the system and linking to e-resources wherever possible. This system helps ensure access to key texts and offers a consistent format for all students on modules.

www.nottingham.ac.uk/educational-excellence/documents/moodle-mandate.pdf

Reading lists must be reviewed and published by 1 August each year so that texts can be made available for the coming session. For modules which only run in Semester 2 this deadline is extended to 1st December.

Reading lists which do not meet this deadline will be checked as soon as is practical, prioritising core texts for early weeks if time is short and new material needs to be ordered quickly.

The online reading list directs students quickly to those texts which they must read for a seminar or similar. Where a text is categorised as "core" we will aim to have both a library ebook and print copies. Base ratios for purchasing multiple copies are given in Appendix 1. We will monitor demand and may also buy additional copies/access based on previous usage or advice from academics. Where we identify new editions of existing items we will purchase in appropriate quantities and formats based on the usage of previous editions.

Library provision in any format will usually not equate to personal unlimited access to a core textbook, and where this might be expected (eg for simultaneous class use of a library ebook) academic colleagues are urged to check carefully with us. Where students have a core textbook which they will be using constantly throughout a course or module library provision alone is inappropriate, and students should be advised to obtain their own copy where possible.

Further information on reading lists can be found at:

www.nottingham.ac.uk/library/reading-lists/reading-lists.aspx

Extracts (chapter/article/paper etc.) can be digitised for use on a specific UK course of study, where copyright permits. The work must be carried out centrally by the Library scanning service, who will ensure that the scans are provided legally. This process will then create links to the material for use with online reading lists and with Moodle. Further information on the scanning service, including how to place requests, can be found at:

www.nottingham.ac.uk/library/help/copyright/teaching/scanning.aspx

7.2 Library ebooks compared to etextbooks (digital textbooks)

- Library ebook

Many books of interest to the academic community are available for libraries to buy and make available as a library ebook. Licensing models vary, especially concerning the number of simultaneous users, but these are usually a standard price (i.e. not based on size of Institution or numbers of students) and can be made available to all library users. When used in conjunction with a smaller number of additional print copies the overall costs are comparable and affordable from library budgets. Library ebook availability will always be investigated for new items on reading lists.

- Etextbook, or digital textbook

The Library can provide assistance for academics/Departments who may wish to consider purchase of access to an etextbook.

Titles more usually regarded as a "textbook" are often not available as a library ebook. Some remain available to libraries in print only, but for some there is also an Institutional model where unlimited access can be purchased for a specific student cohort. Pricing is usually based on the total number of students and a price per "copy".

These require individual negotiations based on specific texts, student numbers and course(s). This cost is often higher than the library would be able to cover and such e-textbooks will not usually be considered for library purchase.

Where the total cost of a title proves similar to standard library provision, and access can be offered to all library users (i.e. not restricted to a single cohort) then library purchase may be considered.

7.3 Budgets

The allocation of the library one-off materials budget is set on an annual basis according to a mechanism agreed by the senior management of the University and Libraries.

- A centralised fund is used for recurrent and cross-faculty purchases such as ebook packages, standing orders and demand-driven (user-selected) ebooks
- A small top slice supports NHS agreements and Manuscripts and Special Collections, and in year developments such as suitable Open Access ebook initiatives (eg Knowledge Unlatched)

The remaining balance is available to spend on texts to support research and wider reading and texts to support taught courses. It is then used for one-off purchase of larger new e-resources when these needs have been met

Spend is reported at key points for the units below to key faculty contacts and also shared with academic library representatives:

- Arts: CLAS, English, Humanities
- Social Sciences: Business, Law, Social Sciences (remaining schools in the faculty)
- Science: Science (faculty level reporting)
- Engineering: Engineering (faculty level reporting)
- MHS: Medicine, Health Sciences, Life Sciences, Veterinary Medicine and Science
- Central/top-slice spend

New courses, modules or research interests do not usually result in additional funding for library resources. Where possible, the cost of new library resources should be identified in the formal module proposal or bid documentation so that we can account for these within the overall funds.

7.4 Review

We will manage existing collections in partnership with the academic community according to usage data, evidence-based metrics and academic advice.

Physical collections will be reviewed following sustained low/non-use over an agreed period. Final copies of books will be discarded where there are holdings in a minimum number of agreed research libraries, and academic colleagues will be invited to comment on listings before the books are removed. Low use material that is retained will usually be located within our Library Store rather than on open library shelves. See our Stock Review policy for more detail.

8 Related Statements and policies

This policy sits alongside other Library policies and statements which are all outlined on our Policies webpages.

www.nottingham.ac.uk/library/about/policies/policies.aspx

- Donations are accepted in accordance with the criteria set out in the Donations Policy
- School collection statements which outline the subjects covered, level of material relevant, how the collection is reviewed etc. This also covers any variations on this general policy. There is a rolling programme of updating these to reflect current policy, and some will be awaiting edits. [approach also under review]
- Stock Review Policy – outlining how we review all information resources in order to best manage our collections and physical spaces [in preparation]
- Journals Collection Policy [in preparation]

9 Contact for further information

Many library teams are involved in the work of managing our collections, and reference is also made above to specific contact routes for reading lists, book suggestions and scanning.

If you have a general enquiry about library collections management, particularly about acquiring new material, you can contact the Collections team

collections@nottingham.ac.uk

Appendix 1: Purchasing guidelines for reading list material

Format

Where there is no significant cost variance or other relevant factors, electronic will be the preferred format for new items added to a list and not already in stock.

Library ebooks with multi-user simultaneous access will always be preferred, with priority to content available on all UoN campuses in the UK and overseas.

- For core and recommended reading we aim to ensure that we have at least one printed copy in stock in addition to an ebook. Ebooks costing more than 300% of the price of a print copy may be further considered.
- For further reading an ebook alone may be acceptable. Ebooks costing more than 150% of the price of a print copy may be further considered.
- For many research texts of lasting relevance print may be the preferred format for suggestions, but the aim will be to maximise access where possible. For more transient needs electronic copies or interlibrary loan may be a better solution

Ratios

Access/copies will generally be purchased using an outline formula based on the number of students on the course and the category of the item and the tables below show this outline approach. The ratios may be revised from time to time, or account taken of previous usage of the same or similar titles. In most cases one copy, either ebook or print, will be provided for items not identified as Core/Recommended. Individual items costing significantly more (over £150) may result in fewer copies purchased.

Arts

Number of students	Core/recommended with available ebook	with no available ebook
1-24	EBK+1	2
25-49	Ebk+1	3
50-99	Ebk+2	4
100-199	Ebk+3	5
200 +	Ebk+4	6

Social Sciences

Number of students	Core/recommended with available ebook	with no available ebook
1-24	Ebk+1	2
25-49	Ebk+2	3
50-99	Ebk+3	5
100-149	Ebk+4	6
150-199	Ebk+5	7
200-249	Ebk+6	8
250-299	Ebk+7	9
300+	Ebk+8	10

STEM

Note that if a list does not specify importance then for short lists (up to 20 items) all items will be regarded as core/recommended. For longer lists all items will be regarded as further reading.

If an Ebook is available, then the number of print books purchased may be reduced by up to 3 copies.

Number of Students	Core	Recommended	Other
1-24	2	1	1
25-49	4	2	1
50-99	6	3	1
100-149	10	4	2
150-199	13	5	2
200-249	16	6	2
250-299	18	7	4
300+	22	8	4