



**University of
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Collection Policy

Monographs and one-off purchases

Libraries, Research and Learning Resources

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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.

2 Scope

The Collection Policy covers the collections at the UK campuses of the University excluding Manuscripts and Special Collections for which there are separate Collecting Policies.

This document provides an overview of the policies governing collections management activity within Libraries, Research and Learning Resources (LRLR). It sets out the principles according to which LRLR identifies, acquires, maintains, stores and makes accessible the collections it holds and it applies to material in all formats.

In addition to this general Collection Policy other related policies are outlined in Section 8 below. Detailed statements for individual schools are being developed for agreement with colleagues. Those statements will set out the purpose of the collection, a breakdown of the teaching and research subjects it aims to support, the level of material collected, how it is reviewed, relations with other collections in the University of Nottingham and elsewhere, and any school based variations on this general policy.

The management of journal collections is currently under review separately, although that may be included within this policy in future.

3 Governance

This document will be reviewed and revised at least every five years by the LRLR Senior Management Team, Faculty Directors of Teaching and Learning and Student Union representatives.

The school statements, once agreed, will be reviewed every two years by LRLR staff and Faculty Library Representatives as appropriate and submitted to LRLR Senior Management Team for sign off.

4 Extent

The University has over 1.3 million catalogued books, 470,000 ebooks and approximately 40,000 journals and ejournals (Sconul 2015/16) made available online, through eight library sites (excluding Manuscripts and Special Collections), in our research repositories, and supported by an annual library materials budget of c. £5.5m:

- 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 e-journals, e-books and digitised content to support current research and teaching in the University. Additionally many of our physical collections are distinctive nationally or internationally.

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 recognise different categories within our collections:

- **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 are collections of sufficient depth and breadth to be of interest to researchers internationally and nationally and which LRLR will continue to develop. (e.g. East European collections, Trade Union material). Items will not normally be withdrawn from these collections, and items may 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 collections which have significant academic value in specific subject areas which, whilst not reflecting current research and teaching needs, may do so in the future. These will not usually be added to using library funds and may be housed in the Central Store. They will only be withdrawn following a check of other University library holdings.

6 Principles

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

We will:

- Prioritise electronic delivery where available and not detrimental to the research or learning experience. This will include seeking access across all campuses where possible
- Take advantage of emerging technologies to make our collections increasingly available to mobile and remote users

- Investigate and implement new purchasing models such as Patron Driven Acquisitions (PDA) and Evidence Based Acquisition (EBA) to respond flexibly to customer needs, offering access when required rather than just in case
- Ensure access to reading list materials for students, supplying ebooks and digitised texts where possible supplemented by multiple print copies where appropriate
- Collect and store all the University's research papers submitted digitally to our repositories, thereby responding to the demands of the University Open Access Policy and other relevant policies and mandates
- Manage our collections to support the University's learning, teaching and research ambitions, aiming to shelve collections within the currently available space
- Provide an interlibrary loan service to extend access to resources globally
- Offer our visitors walk-in access to electronic resources where licences permit
- 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 (eg Open Access ebooks as well as journals)
- Collaborate nationally on collection management initiatives which aim to promote and preserve national research collections

7 Selection and purchase

LRLR actively encourages recommendations for book purchases from users at all levels and will implement processes to facilitate this. (See our More Books pages, also linked from within NUSearch, <http://www.nottingham.ac.uk/library/more-books/more-books.aspx>)

Currently these options are:

- For research texts and wider reading for academic purposes: an online Book Suggestion form and an Interlibrary Loan service
- For 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
- A wide range of ebooks made available through the catalogue and purchased on demand

LRLR staff will ensure that copies of recommended texts for taught courses detailed on reading lists are available in appropriate quantities and formats (see Appendix 1).

Where we identify new editions of existing items we will purchase in appropriate quantities and formats based on the usage of previous editions.

Collections staff will manage collections in partnership with the academic community according to school based collection statements, usage data and evidence based metrics.

7.1 Core texts

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 <https://www.nottingham.ac.uk/teaching/documents/moodle-everywhere-mandate.pdf> requires that every module should have a "Reading/resource list taking advantage of the investment in Talis Aspire software, linking to e-resources wherever possible."

Reading lists should 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 can be extended to mid-December.

Reading lists which do not meet this deadline will be checked as soon as is practical, prioritising key/essential reading if time is short and new material needs to be ordered quickly.

Based on previous usage statistics, the advice of academic staff and other relevant factors, LRLR will decide the most appropriate formats, quantities and loan categories for resources on reading lists. Decision guidelines are given in Appendix 1.

Further information on reading lists can be found at:

<http://www.nottingham.ac.uk/library/help/reading-lists.aspx>

Material will only be retained in the Short Loan Collection where usage figures justify this. Material will usually be reviewed at the end of each academic year, and will be returned to the open shelves when it has become apparent it is little used.

Extracts (chapter/article/paper etc.) can be digitised for use on a specific UK course of study. 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:

<http://www.nottingham.ac.uk/library/help/copyright/teaching/scanning.aspx>

7.2 Budgets

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

From 2016/17 for a 3-year pilot period:

- A centralised fund is used for recurrent purchases such as ebook packages and standing orders previously funded from faculty allocations thus offering more options for multi-disciplinary purchases and removing a disproportionate load from smaller schools.
- A small top slice supports in year developments, NHS agreements and Manuscripts and Special Collections, and support for suitable Open Access ebook initiatives (eg Knowledge Unlatched)
- Protected funding permits user selected ebooks to be made available in the catalogue and purchased as a result of use.
- The remaining balance is available for faculties to spend equally on texts to support research and wider reading and texts to support taught courses.
- Spend based on demand and evidence-based need is reported monthly for the following units to Faculty PVCs and Faculty Directors of Teaching and Research and spending patterns regularly reviewed with this group.
 - 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

The purchasing of library materials is the responsibility of LRLR staff informed by online reading lists, library requests made by academic staff and library users and awareness of content relevant to LRLR strategy and academic requirements (e.g. new editions of well used material, ebook packages for evidence-based purchasing, Open access ebooks support etc)

New courses, modules or research interests do not automatically receive any 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 LRLR can account for these within the overall funds.

8 Related Statements and policies

This policy is supported by the following detailed statements:

- Gifts: Donated items are accepted in accordance with the criteria set out in the Donations Policy [Appendix 2].
- 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. For further information see: <http://www.nottingham.ac.uk/library/about/policies/collection-policies/school-and-department.aspx>
- Retention, relegation and disposal: Collections are managed in accordance with the Relegation Policy <http://www.nottingham.ac.uk/library/documents/policies/relegation-policy.pdf>

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: Standard purchasing guidelines

Note: The tables below are average examples to demonstrate a general approach. Library staff may adjust according to specific requirements and quantities will always be assessed against previous usage patterns. For shifting requirements, usage patterns for both print and "e" will also automatically prompt for additional copies to be purchased

Format

Where there is no significant cost variance or other relevant factors, electronic will be the preferred format. Library ebooks with multi-user simultaneous access will always be obtained where available and affordable, with priority to content available on all UoN campuses in the UK and overseas

- For key reading we aim to ensure that we have at least one printed copy in stock in addition to an ebook.
- For background reading an ebook alone may be acceptable.
- Short Loan provision is used in some subjects to manage access to key texts, but not all
- For many research texts of lasting relevance print will continue to be the preferred format. For more transient needs electronic copies or interlibrary loan may be a better solution.

Quantity

Multiple copies of items which are identified as core textbooks will be bought wherever possible and the use of e-versions of core textbooks as a viable alternative to print copies will be investigated. Multiple copies will be acquired using a formula based on the number of students on the course and according to the length of list and the category of the item. The tables below give examples.

Note that if a list does not specify key and background reading then for short lists (up to 20 items) all items will be regarded as key. For longer lists all items will be regarded as background.

Key/Essential reading

If suitable multi-user ebook access is available:

provided that the cost of the ebook is not more than 300% of the price of the print

* provided that the cost of the ebook is not more than 150% of the price of the print

Number of students	ebook	Short loan	Ordinary loan
1-50	1*	1	1
50-100	1*	2	2
100-150	1#	4	4
150-200	1#	4	5
200-250	1#	6	6
250-300	1#	6	8
300+	1#	6	10

Key/Essential reading

If an ebook is not available:

Number of students	Short loan	Ordinary loan
1-50	2	2
50-100	2	4
100-150	4	6
150-200	4	7
200-250	4	8
250-300	4	10
300+	4	12

Background reading

If an ebook is available:

provided that the cost of the ebook is not more than 300% of the price of the print

* provided that the cost of the ebook is not more than 150% of the price of the print

Number of students	ebook	Short loan	Ordinary loan
1-50	1*		
50-100	1*		
100-150	1*		1
150-200	1*		1
200-250	1*		1
250-300	1*		1
300+	1*		1

Background reading

If an ebook is not available:

Number of students	Short loan	Ordinary loan
1-50		1
50-100		1
100-150		2
150-200	1	2
200-250	1	2
250-300	1	4
300+	1	4

Appendix 2: Donations Policy

This policy forms part of the Collection Policy for Libraries, Research and Learning Resources (LRLR) at the University of Nottingham

1 Background

LRLR accepts the donation of books, periodicals and other library material that enhances or extends our collections in order to support the teaching, learning and research needs of the University of Nottingham. We assess donations for inclusion according to criteria similar to those governing the acquisition of new materials for the library, as set out in the Collection Policy.

Please note that there are separate acquisition and donations policies for Manuscripts and Special Collections

www.nottingham.ac.uk/manuscriptsandspecialcollections/aboutus/policy/collecting-policies.aspx

1. Offers

Pressure on space and the staffing resource required to catalogue and process donations means that we must be selective in what we can accept. Anyone wishing to donate material to the Library should contact the Collections Librarian (collections@nottingham.ac.uk).

No donor should bring material into the Library unless we have agreed to accept it.

Collections staff will select material from a list of titles before that material is moved to the library. The list should be prepared by the donor and should include for each item: author, title, edition, publisher and date of publication. We will then check the list against existing stock before acceptance is agreed. For some donations LRLR may need to seek advice from academic colleagues so that a professional decision can be reached regarding its relevance to the University's collection.

When collections staff have selected material and the donor has brought the items to the Library, the donor must complete and sign the library's donation form (linked to from the policies page above)

2. Conditions of acceptance

We accept donations on the understanding that they become the property of the library. As such LRLR staff reserve the right to determine retention, location, cataloguing treatment, and any other considerations relating to its use or disposal. We are unable to return donated material.

3. Acceptance Guidelines

Potential donors should be aware of the following:

- Material in poor physical condition (for example water damage, writing on pages, torn or missing pages) will not normally be accepted
- Ephemera such as newspapers or 'grey literature' will only be accepted in special circumstances, to be decided by LRLR staff

- Material which is deemed suitable for inclusion will be incorporated within the existing collections according to subject
- Earlier editions of texts held in the collection will not be accepted
- Duplicate items will only be accepted if they are material which is regularly in high demand. Duplicates may also be compared with copies already in stock, and only the item in best condition will be retained
- While the wishes of donors will be given consideration, donors may not impose conditions on usage or retention relating to material either before or after its acceptance by LRLR
- LRLR cannot guarantee to house donated items together. It is not possible to maintain separate collections, nor will LRLR amend library signage to indicate the presence of donated material
- Back runs of periodicals cannot be accepted if they are incomplete or duplicate existing holdings. Volumes which are held in electronic collections with ongoing archival access will not be accepted
- A bookplate acknowledging the donation may be inserted at the discretion of LRLR staff (for example, where the material constitutes a substantial donation of exceptional academic relevance)
- Substantial donations will be acknowledged in writing by the Campaign and Alumni Relations Office
- The University is unable to pay for any donations to be delivered
- Substantial donations may be declined if resources cannot be identified for subsequent cataloguing and processing.
- Material will be catalogued and processed in the same way as purchased items
- Staff workload means that there may be delays in adding donations to stock. Items can be fast-tracked through the system only if they are currently in demand
- LRLR will not take back into stock anything that has been discarded but subsequently retained by an academic for his or her own interest.