Collection development – monographs and one-off purchases

Standard Operating Procedure

University of Nottingham Libraries

1. Purpose

University of Nottingham (UoN) Libraries' mission is to provide thriving communities and inspiring environments where learners, teachers and researchers can discover, develop, use and share information and learning content to advance knowledge creation and dissemination.

Libraries' priorities are informed by UoN strategic delivery plans:

- Education & Student Experience. Equip students and staff with the physical and digital library resources and experiences they need, to be happy and successful at UoN.
- Research & Knowledge Exchange. Provide library resources, services & expertise that enables, participates in, and enhances UoN research strategy & practice.

Priorities are further informed by feedback from both national and local user surveys, and from the academic community.

This Standard Operating Procedure (SOP) outlines how we provide access to collections which support current teaching and research needs at the University. Engagement with the selection and purchasing processes outlined in Section 4 of this SOP is critical to the effectiveness of this procedure as we work with the UoN academic community to select new print and digital resources. The consequences of non-engagement could result in, for example, materials to support teaching not being available to students in sufficient quantities and in a timely manner.

2. Scope

This SOP covers the collections and activities at the UK campuses of the University. It provides an overview of the procedures governing monograph (i.e. scholarly books) and one-off purchases, setting out how we identify and acquire resources required by academics, researchers and students. A separate SOP covers journals and subscriptions (recurring purchases).

This procedure applies to material in all formats and covers resources which we make available through NUsearch, our online discovery tool, and which are available through our King's Meadow Campus Stores and 7 library sites:

- Business Library
- Denis Arnold Music Library
- Djanogly Learning Resource Centre
- George Green Library
- Greenfield Medical Library
- Hallward Library
- James Cameron-Gifford Library

The following procedure does not apply to Manuscripts and Special Collections for which there are separate procedures and operational plans.

3. Roles and Responsibilities

The Collections Team - one of three teams within UoN Libraries' Content and Discovery (C&D) section - is responsible for this SOP. Broadly speaking, the Collections Team works in collaboration with the academic community to select and approve new print and digital resources. The Collections Team provides training and support for online reading lists, develops a diverse leisure reading collection (in collaboration with other Libraries' teams) and manages the print collections within campus libraries and off-site Stores.

After material has been selected, Resource Acquisitions source and purchase resources in all formats, using purchasing agreements to ensure best value for money. UoN Libraries is a member of North East and Yorkshire Academic Libraries (NEYAL) and Southern Universities Purchasing Consortium (SUPC) purchasing consortia. Resource Acquisitions review reading lists submitted by

academics, manage licenses for electronic resources and provide accessible material for those who cannot use standard texts through the [Alternative Formats Service](#).

The third team within C&D is Discovery and Access. This team delivers the infrastructure - metadata and systems – which allows the academic community to discover and access the purchased resources through [NUsearch](#) and the [online reading list system](#).

The UoN academic community has a role to play in the processes outlined in Section 4 of this SOP as some resources are selected based on evidence of demand. The Collections Team may also seek advice on, for example, the relevance or usage of resources by consulting the designated Academic Library Representative for each school or department.

4. Selection and Acquisition Methods

Our aim is to operate an evidence based, flexible and responsive model which meets current teaching, research and learning needs.

This section outlines how new print and digital resources are selected for our collections, covering:

- Support for Taught Courses (Reading Lists)
- Support for Research and Wider Reading (the 'Suggest a Book' service)
- Diversifying the leisure reading collection
- Open access initiatives
- End of year purchases
- Donations

4.1 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.

There is a centralised fund for recurrent and cross-faculty purchases such as eBook packages, standing orders, user-selected content (eBook and video) and Open Access eBook initiatives. A small top slice also supports Manuscripts and Special Collections book purchasing.

The remaining balance is available to spend on texts to support taught courses (section 4.2) and texts to support research and wider reading (section 4.3). It may then be used for one-off purchase of larger new e-resources when these needs have been met (section 4.6).

Spend is reported at key times during the academic year for the groups below to key Faculty contacts and also shared with Academic Library Representatives:

- Arts: English, Humanities, CLAS (remaining schools in the Faculty)
- 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

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 programme specification documentation so that Libraries can comment during the consultation process on whether we can accommodate them within existing funds.

4.2 Support for Taught Courses (Reading Lists)

The University's [Moodle Everywhere Code of Practice](#) states that a reading list is an essential requirement for all modules. UoN Libraries provide an online reading list management system which allows academics to guide students to relevant material to support their studies. The system we use is called Talis Aspire.

Academic teaching staff or their representatives can attend the [Online Reading List Essentials for University Staff](#) short course. Further reading list support is available for both [academic staff](#) and [students](#). We encourage best practice approaches to structuring reading lists. Best practice includes setting an importance for all texts on reading lists. This informs library purchasing and ensures that texts are accessible in appropriate quantities and formats (see 4.1.1 for more detail). When the list owner publishes the reading list, it is sent to Libraries for review.

4.2.1 Purchasing guidelines

Libraries' purchasing guidelines for reading list material are based on item importance and ebook availability. The item importance terms used are Core, Recommended and Further Reading. These are defined in section 5.2.

This approach allows us to make informed purchasing decisions that both support the learning needs of students and provide equitable, consistent access to reading list materials. The parameters we use are outlined in this table:

Item importance	Availability
Core	**Ebook available** - 1 ebook and 3 print copies per 100 students **No ebook available -** 1 print copy per 15-20 students
Recommended	**Ebook available** - 1 ebook and 1 print copy **No ebook available -** 1 print copy
Further Reading	**Ebook available** - Added to the Demand Driven Acquisition Collection **No ebook available -** 1 print copy

If no importance is set, Libraries will treat the text as Further Reading. We monitor usage and increase provision based on high demand whenever possible.

4.2.2 Schedule for publishing online reading lists

For standard teaching, we recommend academics follow the timescales below and publish during the Green period. Publishing lists within this date range gives the best chance of having resources available for the start of the teaching period.

- by 1 August for Semester 1 and full year modules
- by 1 December for Semester 2

Period	Green (recommended)	Amber (peak period)	Red (expect delays)
Semester 1/Full Year	May - July	August	September - October
Semester 2	May - November	December	January - February

The Amber publishing period is the peak period for reviewing reading lists and ordering items. Libraries will process orders as quickly as possible but resources may not be ready for the start of teaching. During the Amber publishing period, we may prioritise checking only Core and Recommended texts for purchase, or resources required in the first weeks of teaching. For lists published during the Red period, new or additional material will not be available until a later date.

4.2.3 Ebook licences

While we purchase a great deal of print material, we provide an eBook rather than a print copy whenever possible for equitable ease of access. We aim to purchase an eBook with an institutional license which generally means anyone at the University can read it on- or off-campus.

However, not all publishers make their titles available for institutional purchase or their pricing practices for eBooks can make provision prohibitively expensive. Depending on the licence, access

to an eBook may be limited according to the number of concurrent users, the total number of times it can be accessed, or the length of time it is made available (e.g. one year). Additional challenges we face include unfair/volatile pricing, publishers' practices such as packaging popular titles with less relevant titles at an inflated cost ('bundling') and reclassifying eBooks as eTextbooks with higher costs and restrictive terms.

We include here some examples to illustrate the challenges of providing access to eBooks in terms of balancing equity and affordability:

- a print copy of a Core item on a business reading list costs £82. The eBook version of the same title costs £621 and allows three people to access and read at the same time. The Kindle edition, for individuals to buy and use on their own eBook reader, costs £74

- a print copy of a medical text costs £236. An electronic version allowing an unlimited number of people access at the same time on the Ovid platform, costs £3,120. The Kindle edition, for individuals to buy and use on their own eBook reader, costs £178

- a print copy of a linguistics book costs £17. The eBook version of the same title costs £330 allowing one person access at a time. The Kindle edition, for individuals to buy and use on their own eBook reader, costs £15

- a research methods core text costs £44 in print. No eBook is available for institutional purchase, nor is there a Kindle edition for individuals to purchase themselves. On a commercial eTextbook platform - which works on a one user, one licence model - for the 300 students on the module, cost for one year's access is £9,000.

Libraries can provide assistance if any School or Department would like to fund access to an eTextbook.

4.2.4 More copies

Every working day, we monitor the usage (loans) of print books and any ebooks where a reader has been denied access because the maximum number of licensed users has been reached (turnaway data). We increase provision based on high demand whenever possible. Members of the UoN academic community who think we don't have enough copies of a text or have been unable to access an eBook can alert us by emailing collections@nottingham.ac.uk.

4.2.5 New editions

Libraries receive alerts from our suppliers when a new edition of a book we already own becomes available to purchase. We will evaluate previous usage and likely demand (e.g. reading list

importance) before purchasing the latest edition. As part of the reading list review process, we will generally check for new editions of items on the list.

4.3 Support for Research and Wider Reading (the 'Suggest a Book' service)

Members of the UoN academic community can ask Libraries to purchase new books for wider academic reading or research by using the Suggest a Book form (sign into NUsearch and select the 3 dots to show more options at the top of the homepage).

We will provide an eBook rather than a print copy, when the publisher has made an affordable eBook available for institutions to purchase. We are committed to equality of provision for anyone with a disability or long-term health condition and will purchase a print copy when this is preferrable to an eBook.

4.3.1 Interlibrary loans

We review all Suggest a Book recommendations to consider the most appropriate and cost-effective way to provide access to the requested material. In some cases, we will prioritise borrowing the item from another library rather than purchasing it to own ourselves. Some requests may be referred for InterLibrary Loan if:

- the request is urgent and/or a print copy is required (it can take 4 weeks or longer for UoN Libraries to purchase and process a print copy)
- the text is not readily available for institutions to purchase at a reasonable price in either print or electronic format
- the subject matter is very niche and unlikely to be used by other UoN readers.

4.4 Diversifying the leisure reading collection

We are working to enrich our collections so that they reflect the needs and the cultural diversity of the UoN community. In response to University or national awareness and celebration activities, we have developed a number of themed reading lists. We welcome suggestions for purchase that will help us develop our collections and make them more inclusive of any minoritised or underrepresented groups.

4.5. Open access initiatives

For many years, Libraries have invested in open access monograph publishing initiatives to provide long-term, affordable access to content for readers around the globe and offer alternatives to expensive Book Processing Charges for our authors. This supports the University's values of inclusivity, fairness and above all openness.

Initiatives we currently support include:

- JSTOR Path to Open
- MIT Press Direct to Open
- Open Book Collective Package
- Opening the Future

Titles included in these and many other collections can be found in [NUsearch](#).

4.6 End of year purchases

When all other essential purchasing has been completed, it may be possible to consider investment in significant e-resources at the end of the financial year. These can be large/expensive resources which we acquire through a one-off purchase (recurring, annual subscriptions cannot be considered). Content can include digitised primary material such as newspaper archives, eBook collections or add-ons to existing database holdings. Content is evaluated and prioritised based on usage/feedback during a trial period or supplier turnaway data.

4.7 Donations

We welcome donations of books, periodicals and other material if these enhance or extend our collections to support current teaching and research needs. Before accepting any material, we assess potential donations using criteria similar to that outlined above for purchasing new library material. Section 5.2 gives more information for anyone wishing to donate material to Libraries.

5 Associated Documents, Appendices and Resources

5.1 Associated Documents

This SOP covers monographs and one-off purchases. Related collection management and development documents are:

- [Journals and subscriptions](#)
- [Stock review](#)
- [Global Library Collections](#)

5.2 Appendices

5.21 Appendix 1 - Online reading lists - Importances

All texts on an online reading list should have an importance selected. The terms used are:

Core

- Students must read these to understand module content
- Most likely to be recommended for student purchase
- A set text, for English and language study
- Referred to multiple times
- Seminar reading

Recommended

- Students are advised to read these.
- Specific texts to supplement core reading
- Possibly as an alternative to some content in a core text
- Expected to read at least some material

Further Reading

- More in depth research on topics covered by the module
- Support for different assignment topics
- Help to broaden and deepen understanding
- Not a bibliography
- Encourage students to discover relevant reading for themselves using the library discovery tool, NUsearch

5.22 Appendix 2 – Donations

Please note there is a separate procedure for donations to [Manuscripts and Special Collections.](#)
Library staff cannot accept donations without prior agreement from the Collections Team. 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 should contact us before bringing material into any Library.

If you have material you'd like to donate to UoN Libraries, please complete the online donation form or email collections@nottingham.ac.uk. As a minimum, please include all ISBNs. Further details such as author, title, date of publication, publisher and edition would also be helpful.

Potential donors should note the following guidelines.

For any items which we don't already own, we will check national availability using Library Hub Discover. We may also consult with academic colleagues to determine an item's relevance to our collections before acceptance is agreed.

We will not accept:

- Duplicate items, unless the material is regularly in high demand
- Earlier editions of texts held in Libraries
- Items which are not in stock but widely held nationally
- Print periodicals if they are incomplete, duplicate existing holdings (or holdings which we've disposed of under the UK Research Reserve scheme), or if we have electronic access
- Material in poor physical condition (e.g. water damage or writing on pages)
- Ephemera such as newspapers or 'grey literature'
- Substantial donations requiring significant resource for cataloguing and processing.

In addition, please note:

- We cannot arrange or pay for transportation of material
- 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 will only be fast-tracked through the system if they are in demand
- While the wishes of donors will be given consideration, donors may not impose conditions on usage or retention and should be aware of the following:
- material will be incorporated within the existing collections according to subject
- we cannot guarantee to house all donated items together
- it is not possible to maintain separate collections, nor to amend library signage to indicate the presence of donated material
- A bookplate acknowledging the donation may be inserted at our discretion (for example, where the material constitutes a substantial donation of exceptional academic relevance)
- Substantial donations may also be acknowledged in writing by the Campaign and Alumni Relations Office.

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