

Information Services Collection Policy: Biosciences

Author(s):	Suzanna Rogers, Professor C Hodgman, Carol Hollier
Audience:	University of Nottingham
Service:	Library Collection Policies
First Published:	01/03/2006
Last Review:	01/03/2011
Next Review:	01/03/2012

Contents

1.	Introduction	2
2.	Overview	2
2.1.	Collections	2
2.2.	Global library collections	3
3.	Mechanisms for implementation of the policy	3
3.1.	Scope of the current policy	3
3.2.	Provision	3
3.2.1.	Teaching and Learning	3
3.2.2.	Research	4
3.3.	Funds for acquisition	5
3.4.	Selection and recommendation mechanisms	5
3.5.	Ordering and receipt mechanisms	5
3.6.	Donations	6
3.7.	Classification and storage	6
3.8.	Subject resources	6
3.9.	Journals	7
3.10.	Conference proceedings	7
3.11.	Standing orders	7
3.12.	Theses and eDissertations	8
3.13.	Balance between printed and electronic resources	8

POLICY

3.14.	Reading lists	8
3.15.	Short Loan Collections	8
3.15.1.	Books	8
3.15.2.	Photocopies	9
3.15.3.	Digitised copies	9
3.16.	Binding	9
3.17.	Expensive and interdisciplinary items	9
3.18.	Collection management	9
3.19.	Collection development	9
3.20.	Information Literacy	10
3.21.	Department of Manuscripts and Special Collections	10

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 Biosciences, 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.

Information resources are provided under the following arrangements:

POLICY

- 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 biosciences 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 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 and the Library Liaison Representative. Each year the policy will be reviewed and, if necessary, revised by a member of the Science and Engineering Faculty Team and the Library Liaison Representative for the School of Biosciences.

3.2. Provision

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

3.2.1. Teaching and Learning

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

- Agricultural sciences
- Microbiology
- Plant sciences
- Animal physiology
- Food sciences
- Nutritional biochemistry
- Environmental biology
- Diet and nutrition
- Bioethics
- Computing techniques

POLICY

- Human resource management
- Dietetics
- Soil science
- Climate change and the atmospheric environment
- Environmental sciences including methodology, modelling and information technology
- Pollution and ecotoxicology, including environmental reclamation
- Brewing Science.

3.2.2. Research

Particular subject areas relevant to research include the following:

- Production of temperate and tropical crops
- Management of product quality in flower, fruit and vegetable crops
- Propagation and in vitro culture of high value plants
- Nutrition and reproduction of farm animals
- Physiology and reproduction in mammals
- Bioinformatics
- Farm business strategies
- Human resource use in agriculture
- Bioethics
- Food structure
- Flavour science and technology
- Food microbiology and safety
- Quality of meat and animal products
- Public health nutrition
- Plant molecular and cell biology
- Diet, lipoproteins, antioxidants and disease
- Plant-microbe interactions
- Plant responses to environment and stress
- Transgenic plant technologies
- Arabidopsis genomics
- Environmental geochemistry
- Environmental radioactivity
- Air pollution, especially as it affects plants and urban areas
- Environmental modelling, especially concerning the fate of trace contaminants
- Carbon cycling and energy flows in aquatic environments in Antarctica and Europe
- Soil-water interactions and metal ion dynamics in soil water systems
- Terrestrial environmental microbiology esp. rhizosphere, climate change and pollution
- Malting Science
- Yeast
- Fermentation.

Where there is overlapping interest or joint research projects with other departments, schools and faculties, the Science and Engineering Faculty

POLICY

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 Biosciences 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 department 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 Science and Engineering Faculty team.

Periodicals are purchased through a separate periodicals fund.

3.4. Selection and recommendation mechanisms

The following tools may be used for selection of resources:

- reading lists and information received from module convenors and contributing lecturers
- communications and suggestions from the School
- publishers' and booksellers' catalogues (print or online); Dawson's EnterBooks
- current awareness listings e.g. Coutts Library Services profile reports.

The Science and Engineering Team is also alerted to heavily reserved items or items reported missing or damaged. The Science and Engineering Team is responsible for ordering extra copies or replacing these items.

Information Services also relies on academic staff for book suggestions. Requests may be sent by email or using the books suggestions form which is available online: www.nottingham.ac.uk/is/uon/forms/book-suggestions.php

3.5. Ordering and receipt mechanisms

Items are ordered by the Science and Engineering 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. Reservations may be placed on items at any stage. Further information regarding items on order can be obtained from the Science and Engineering Team.

POLICY

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 Science and Engineering Team 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.

In the James Cameron-Gifford library, periodicals are arranged in alphabetical order by title.

Extra copies of books which are in heavy demand are bought where they are available. These may be stored on the main shelves as ordinary loan or in the Short Loan Collection.

The classification scheme used in the Short Loan Collection is the same as on the main shelves.

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

3.8. Subject resources

Important printed and electronic resources of interest to the School of Biosciences 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 Biosciences:

- Aqualine
- Biological Sciences
- BIOSIS
- Biotechnology and Bioengineering Abstracts,
- CAB Abstracts
- Cochrane Library
- EcoSal
- Environmental Sciences and Pollution Management
- Faculty of 1000 Biology

POLICY

- Food Science and Technology Abstracts
- Index to Theses
- Medline
- SciFinder Scholar
- SCOPUS
- Toxline
- Water Resources Abstracts
- Web of Science
- ZETOC.

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.

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

- ABI/Inform Global Database
- American Chemical Society
- Annual Reviews
- Biomed Central
- Cambridge Journals Online
- Highwire Press
- Ingenta Connect
- Journals@OVID
- JSTOR
- Nature
- Nottingham ePrints
- Oxford University Press
- Science Direct
- SAGE journals
- Springerlink
- Swetswise
- Wiley Interscience.

These and other individual electronic journals may be accessed via the eLibrary Gateway or the Library Online Catalogue (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.

The current standing orders for the School of Biosciences are:

- Agricultural Budgeting & Costing Book
- Agriculture in the United Kingdom
- Annual Plant Reviews
- ASBC methods of analysis
- Aspects of Applied Biology
- BCPC - British Crop Protection Enterprises
- British Grassland Society - Occasional Symposia
- Croner's Substances Hazardous to Health
- Dairy Statistics
- The Enzymes
- European Handbook
- Farm Management Handbook

POLICY

- IMI Descriptions of Fungi and Bacteria
- Knovel Library
- Laboratory Techniques in Biochemistry and Molecular Biology
- Methods in Enzymology
- Methods of Biochemical Analysis
- Pig Yearbook
- UK Pesticide Guide
- Whitaker's Almanac
- World Development Report.

3.12. Theses and eDissertations

Printed copies of PhD theses are kept in the King's Meadow Campus library collections. Theses and dissertations may also be submitted to the library electronically. For more information see: <http://etheses.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, readings lists should be submitted by academic staff to the library 10 weeks before the start of the Semester. Module convenors should indicate on reading lists which books should be in short loan.

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 should inform the Science and Engineering Team when modules cease so that the online reading list can be deleted.

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. Books

The number of copies of a book ordered for the main shelves or Short Loan Collection will depend on factors such as:

- the number of students (and whether full- or part-time) on the module(s) for which it is recommended
- the length of reading list and/or prioritisation of the items on the list
- experience of usage of books recommended for modules within the department or specialism
- likely longevity of the module

POLICY

- cost
- frequency of new editions and relevance of previous editions
- existence of online full-text versions
- overlap with other modules.

Use of books is monitored and extra copies are purchased as necessary.

3.15.2. Photocopies

Photocopies of journal articles may also 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.

3.15.3. Digitised copies

Documents covered by the terms of the Higher Education Scanning Licence, or for which separate permission has been obtained from 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 and may be funded in full or in part by the Biosciences book fund. The Faculty Team will liaise with colleagues in other subject areas where there is an overlap of interest.

3.18. Collection management

The collection is regularly monitored and the Relegation Policy is available online at:

www.nottingham.ac.uk/is/about/policies/librarycollectionpolicies.aspx

3.19. Collection development

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

POLICY

3.20. Information Literacy

Use of the collection will be supported through information literacy sessions provided by the Science and Engineering Team, including induction, longer sessions arranged through the Graduate School and tailored sessions for the School of Biosciences.

Pathway2Information will give staff and students general information skills guidance and support. These pages are available online at:

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.