



**University of
Nottingham**

UK | CHINA | MALAYSIA

Global Library Collections

Code of Practice

University of Nottingham Libraries

Purpose

This document provides guidance on the acquisition and accessibility of the University's collections in the global context of the UK, Malaysia and China.

Scope

University of Nottingham Libraries seek to offer a consistent student experience across the three global campuses and therefore need to coordinate the purchase and making available of electronic resources and also interlibrary loan arrangements for journal articles and scanned book chapters.

This code of practice will be reviewed at least every two years by the Associate Director for Content and Discovery to ensure consistency with other statements on collections as they are updated.

Roles and responsibilities

Libraries staff at each campus will take the following approach to purchasing.

For books and one-off purchases

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.

For journals and subscriptions

We will prioritise online-only for all existing subscriptions where this is available and affordable, unless academic consultation identifies a specific problem with an online equivalent, ensuring the widest possible access, and licensing for overseas campus users where possible.

Read and Publish (Transformative) agreements – where a single agreement covers both access to subscribed content and open access publishing costs for UoN authors of articles within that publisher's journals. We will establish at the point of order/renewal whether authors based in Malaysia and China are also covered by the publishing element of that agreement.

This approach can often lead to a single UoN account created by a publisher – which in turn means that usage data for each campus is not counted separately. At the point of taking out/reviewing an agreement we will establish whether a publisher or supplier has the ability to provide campus specific data on request.

Procedural steps for different formats/requirements

Printed collections

The global campuses in the UK, China and Malaysia have their own independent budgets for library materials and are responsible for the purchase and management of their own printed stock.

Electronic resources

Where collections are being delivered electronically, the University will seek, through appropriate licensing arrangements, to provide equal access to all global campuses as appropriate to the needs of local teaching and research areas.

If the resource has been purchased on behalf of all campuses by UNUK then proportionate re-charges will be applied each year, by July at the latest.

Licences

Students at the China and Malaysia campuses are reported to HESA, the Higher Education Statistics Agency, under the Aggregate Offshore return Code 1 - registered as being at an overseas campus of the reporting provider.

The University of Nottingham subscribes to the [Jisc Transnational Education](#) (TNE) licensing scheme which provides an efficient way of licensing resources to students globally. Under this

scheme offshore students, who are registered with HESA as described above, are included as Authorised Users in Jisc Collections agreements, and are eligible to access the licensed content under the same terms. For resources purchased under these conditions there is no need to negotiate separately with individual publishers.

Where the TNE scheme does not apply then a separate clause may be negotiated with the publisher. A typical entry to define the “client” within an agreement might be as follows:

University of Nottingham, an institution formed under the laws of England & Wales and having its main office at University Park, Nottingham, NG7 2RD. For the purposes of the agreement, UoN encompasses “University of Nottingham’s campuses in the UK (“UNUK”), University of Nottingham’s Ningbo China campus (“UNC”) and University of Nottingham’s Malaysia campus (“UNM”).
*(hereinafter referred to as “**Client**”)*

Interlibrary loans

The University does not lend printed material across the global campuses. UK requests for printed materials are routed via services such as British Library document supply, OCLC’s Worldshare IFM, and IFLA (the International Federation of Library Associations). UNC and UNM will try local services prior to requesting items from the British Library.

For electronic resources all three global campuses subscribe to the Ex Libris product RapidILL which facilitates the reciprocal provision of born-digital and scanned from print journal articles and book chapters from the holdings of a global network of RapidILL member libraries.

Associated documents, appendices and resources

For detailed approach on acquiring and managing printed and online information resources for UNUK Libraries see also standard operating procedures/codes of practice for Collection Management and Development on Libraries Governance pages.

[Governance - The University of Nottingham](#)

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