Stock Review Policy
(physical content in libraries and stores)

University of Nottingham Libraries

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1   Table of Contents

1 Mission

The library collections at the University of Nottingham inspire the academic work of the University, supporting collaboration in learning, scholarship and discovery. Our aim is to operate an evidence based, flexible and responsive model which meets current teaching, research and learning needs.

2 Scope

This 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, and explains the process for review of physical content in libraries and stores.

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 key 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

We seek to give access to the most useful content for our staff and students, as well as to ensure value for money from library budgets. Library space is valuable for reading and study, and staff and students will continue to expect to find a wide range of resources available to consult as well as other facilities. Not all content is available online, and we still actively invest in print books (especially for wider reading and research). This policy explains our general approach to reviewing what we keep and where we keep it.

We are aware of the value of academic staff input to these decisions, especially regarding printed content and will always aim to be transparent with plans and requests for feedback.

6 Principles

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

- Open shelves in Libraries will be used for the most current, relevant and regularly consulted content for our staff and students and we are actively working towards this position.
- We will continue to provide an off-site store for other content - which will be available for request via NUSearch and delivered daily (or next working day) to the Library requested
    - We will prioritise journals space in libraries for print journals with no current online access, and we are actively working towards this position
- Any decisions made regarding review (and cancellation of subscriptions) will be data driven, inviting academic feedback
- Review will be made as transparent as possible to colleagues and academic staff.
- We will use the network of Academic Library Reps to inform and consult on any changes – both those we might plan and those out of our control (eg where a publisher changes its offering)
- We will continue to participate in the UK Research Reserve (UKRR) scheme, which ensures retention of minimum holdings of print journals throughout the national network of research libraries. We will not dispose of print journals known to be of continuing relevance unless we have equivalent online access
- Any disposals will be handled via external partners committed to re-use/re-cycle

7 Review of monographs and related content

Physical books will be reviewed following sustained low/non-use over an agreed period. The "Library Hub Compare" service allows a search of the National Bibliographic Knowledgebase (NBK), which will be used as a source of information about holdings in other libraries. Where there are holdings in a minimum number of agreed research libraries final copies of books may be discarded, 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.

The National Bibliographic Knowledgebase (NBK) is the name for the aggregation of data being used to provide the Library Hub Discover, Compare, and Cataloguing services. Discover and Compare are used together as a resource discovery tool to help find rare and unique research material, to verify bibliographic information and to compare library collections.
https://compare.libraryhub.jisc.ac.uk/about/faq/

7.2   Identifying low-use material for review

Regular housekeeping activities will reduce multiple copies of books where these appear to be no longer required.

Final copies of books in each library will subsequently be reviewed on a cycle of at least 3 years. Sections to be reviewed will be agreed each autumn and listings prepared using data from our library system. This will usually look for items held for a certain number of years, and with no recorded "loans" during the most recent years.

See Appendix 1 for an example of the criteria most recently used to identify low use stock for review.

7.3 Comparison with national holdings

The listings arrived at will be run against the NBK and compared with holdings in other Research libraries. See Appendix 1 for more detail about the criteria used.

Titles which then fall outside of the criteria (ie insufficient holdings confirmed as available) will be removed from review.

7.4 Consultation

The data will be used to produce final sub-sets for consultation. This will include the following information where available.

- Author, Title, edition, volume
- Publisher, year of publication
- Reference number to use on NUsearch to see full details

Listings will be made available via Library webpages at the beginning of the spring term and remain open for consultation for the whole of that term. They will be on an Excel workbook, with tabs to separate broad groupings by classmark. Anyone at the University of Nottingham can ask the Library to "keep" an item and add comments.

Academics are invited to provide additional comments about why the items will be needed in future. We will retain any highlighted, and the additional information can be useful to inform future planning.

7.5 Action and timing of removals from libraries

After the consultation period we will produce final listings of items.

- Items in review and with no request to "keep" will be disposed of via our current partner (Better World Books).
- Items with low use but also low holdings (not included in review listings) will be transferred to Store where possible
- Items included in review but flagged to "keep" will also be moved to Store if possible. The item record will be annotated to record that it was part of the review

Any disposals from Store will start as early as possible.
Material to be moved or disposed of from Libraries will usually be carried out over the summer vacation and will certainly not be removed until exams are finished (to avoid disruption).

7.6 Non standard content

The process above will work for all book/pamphlet content available on normal loan, and is the best way to approach large amounts of book stock. Other types of physical content (Reference material, microform, physical digital media etc) will be reviewed separately but using the same principles of usage, relevance and academic consultation.

8 Review of journals and related content

See the Collections Policy for journals for more detail around review of current subscriptions, both print and online.

8.1 Journal holdings where we still have a current print subscription

Our primary aim is to provide access, which does not necessarily require local physical holdings. Some journals are only available in print, or only affordable for us as a print subscription. We would not automatically retain all holdings simply because we have a current print subscription.

Where there is equivalent and reliable online access to a range of content (eg where we have purchased online archive access, or it has become included in a resource such as Jstor) then we may also review these holdings as for the UKRR below.

8.2   Journal holdings where there is no longer a current print subscription (UK Research Reserve)

Where electronic access is also available, use of print journals in our libraries is rare, so online access is a primary driver for review – but is not the only one.

Titles and holdings are identified as appropriate for review and removal under the UKRR initiative where:

- We have bought journal archive access direct ourselves
- Access to content has been bought on behalf of UK Higher Education by Jisc
- Access is included in JSTOR packages we have bought or subscribe to
- There are short runs/no subscription and the title is agreed to be no longer relevant to our teaching or research (regardless of online availability)
- A significant archive, including our holdings range, has been digitised and made Open Access

Where we also pay smaller annual fees for the platforms to access such content online, or may do so in future, any decision NOT to continue with those would always be based on usage of the titles concerned. In conjunction with our membership of Portico (which further guarantees access to titles where publishers might no longer do so) this gives us confidence in continuing access where we need it.

9 Related Statements and policies

This policy sits alongside other Library policies and statements which are all outlined on our Policies webpages. nottingham.ac.uk/library/about/policies

- Collection Policy for Monographs and one-off purchases

- Collection Policy for Journals and subscriptions

- 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*]

10 Contact for further information

Many library teams are involved in the work of managing our collections. 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

Example of monographs review criteria for the 2020 consultation– benchmark numbers may be adjusted over time

The following criteria were used:

Libraries

- o item not borrowed for a certain number of years (10 for Arts and Social Sciences, 6 for STEM)
- o item also available in a number of other Research Libraries UK libraries (7+ for Arts and Social Sciences, 3 for Science, MHS, Engineering)

Stores

- o item not borrowed for 10 years and available in 7+ other RLUK libraries

Removed from review
- Items on a current reading list
- Items with an internal note relating to retention
- Items in other local collections
- Reference in campus libraries (reviewed separately on an ongoing basis)
- Microforms and Theses in all libraries
- Items with "Reports" as classmark