UNIVERSITY OF SUNDERLAND

Policy:	Collection Development Policy
Owner:	University Library Services
Reviewed by:	Collections and Systems Manager
Approved by:	Deputy Director Student Journey
Policy Review	Subject to annual review and approval
Update History:	June 2020 – Library Collections Manager
	May 2021 - University Library Services Senior Management Team
	Nov 2023 - Collections and Systems Manager

1. Introduction

University Library Services is committed to actively building and developing relevant and dynamic collections to support teaching, learning and research at the University of Sunderland. Development of collections sits within the wider context of:

- Fulfilling University learning, teaching and research priorities
- Aligning with Digital First policies
- Constraints of a fixed estate
- High cost and inflation rates for resources
- A dynamic and digital HE environment
- High student expectations
- Emerging digital content purchasing models

The University operates within a digital curriculum and blended learning environment. Library Services activity focuses on the development of digital Library collections as an alternative to print holdings wherever practicable and appropriate. Digital collections ensure users have access to relevant, high quality and sustainable content and it is within this context that this policy sets out the principles of library activity in relation to the life cycle of our content.

2. Operating Principles

This policy seeks to:
- Set out a clear framework by which Library Services acquires, manages and makes content accessible to ensure maximum use and best value.
- Foster an understanding of the Library's work.
- Underpin budgetary decisions to achieve effective allocation of resource, balanced collections and value for money.
- Ensure selection of content is a collaborative process between academic staff, students and Library staff through a shared understanding and consistent approach.
- Provide a recognised procedure for on-going management of collections which includes retention and disposal of content to align with current learning, teaching and research requirements alongside financial and space constraints.
- Allow an agile response to rapid change and development in content provision and changing University priorities.

3. Acquisitions

Library Services seeks to ensure cost effective, equitable and sustainable acquisition of content. This is achieved by:

- Membership of consortia purchasing groups to achieve best terms and discounts.
- Independent negotiation of discounts with separate suppliers outside the consortia.
- Utilising purchasing agreements negotiated by national bodies such as JISC purchasing digital content wherever available and affordable for maximum coverage and increasing diverse patterns of online user engagement.
- Minimising the purchase of duplicate print copies of books.

Library Services aims to achieve a mixed economy of content to satisfy user demand and access including, although not limited to, the following:

- Digital content including: e- books, databases, e-theses and other digital resources.
- Printed materials including: books and serials.
- Streamed digital media.
- Digitisation of key chapters and excerpts from print books for inclusion in recommended reading lists.
- British Library Document delivery.
- Special Collections.
- Open Access resources deemed to be of high quality and multi-disciplinary.

3.1 Budget Management

Allocation of Library budget is measured and balanced to ensure equity in all disciplines. Purchasing decisions are data driven and informed by collection strengths, demonstrable need, usage, format availability and access. Library Services will aim to purchase all materials on a reading list tagged as Essential and Recommended reading.

Where available, and affordable, digital content with appropriate and sustainable licencing will always be purchased to support blended learning and ensure wider access and inclusion for all user communities. Purchase of additional licences is demand driven using "turn away" statistics and student feedback.

Library Services will aim to spend a minimum of 80% of library book funding on e-books and 95% of serial funding on e-serials and databases.

3.2 Purchasing Ratios

The following ratios are used to guide purchasing decisions:

Category	E-book	Print book (where no e-book available)
Tagged as 'Essential' on a reading list	Unlimited licence (where available)	1 copy per 10 students
Tagged as 'Recommended' on a reading list	Unlimited licence (where available)	1 copy for 15 students
Optional/suggested for purchase	1 licence	1 copy
Total number of print copies purchased of one title should never exceed 20		

3.3 Selection and Development

- Selection of content is made through partnership and conversations between Library Services and academic staff. This can be formally (through programme/module development and review processes) or informally through liaison meetings, one to one communications and recommendations.
- Content will be independently selected by Library Services as required and requested by Library users using the Library Suggest a Book service and 'turn away' statistics which indicate unsatisfied demand.
- Library Services will select the most appropriate and cost-effective licence for provision and access to digital content. This will be determined by user numbers, expected patterns of use across the curriculum and historical usage.
- Where available and affordable multi discipline e-book collections will be selected and purchased if they represent better value for money than individual e-book titles.
- Where multi discipline e-book collections are not available discipline specific collections of e-books may be purchased. Academic staff are requested to make best use of these collections and review collection content before suggesting purchase of content that is not included within an existing collection.
- Other (legally published) material will be considered for selection provided it is relevant to the learning, teaching and research activities of the University and the cost can be justified in terms of budget allocations and value to Library users.
- Library Services may also operate user Demand and Evidence Driven Acquisitions models to purchase digital content.
- Library Services will not select or purchase resources for sole or restricted use, this includes content purchased via new purchasing models based on FTEs. All print and digital content will be fully accessible to all library users.
- Library Services will not permit print materials purchased from Library funds to be housed or loaned permanently outside library buildings.

4. Access

Print collections are available on openly accessible shelves in Library buildings. Retention of printed items depends primarily on usage and currency. (See Stock Management section).

Digital content Including: individual e-book titles, e-book subscription collections, serials and database subscriptions are available online and via contractual licences purchased from external publishers and suppliers.

Online access to digital collections is limited under licence to students and staff who are members of the University of Sunderland with authorized access. Additional contracts and licences are legally required to permit access to content by TNE cohorts and this often includes an additional negotiated cost.

5. Digitisation

Library Services actively encourages digitisation of key chapters and excerpts from texts for inclusion in recommended reading lists as tagged 'Essential' and 'Recommended' reading. This maximises content availability and access and provides focused reading and direction for users.

Library Services will work with academic colleagues to increase the proportion of digitised content made available under our current licence terms and promote digitisation services as an alternative to purchasing additional licences and or print copies of a text.

6. Special Collections

The [University Library Service Special Collections Archive Collection Policy.](#) reflects the distinct requirements of the unique Special Collections held within Library Services. The Library Special Collections facility is now full and the ability to accept any further material is severely constrained. A full list of the criteria by which the Library decides whether new deposits can be accepted is set out in

7. Theses

All University of Sunderland PhD theses are added to the University Institutional Repository, SURE, upon final submission. This process is managed by the Library Research & Scholarly Communications Team. Candidates can request an embargo period and approval for this is granted by the Postgraduate Research Degree Sub-committee**.**

8. Audio Visual

The Library holds a variety of physical videos and DVDs. As with other content these items align with stock management review processes and can be withdrawn, if not directly and demonstrably relevant to current learning, teaching and research or are not being used. Where content is still relevant, and where copyright legislation and funds allow, material may be digitized and made available online.

9. Donations

Donations which specifically and directly add to existing current collection requirements, and where Library space is available, are welcomed.

Ownership of donated items is transferred to Library Services at point of receipt unless otherwise agreed with the donor. Donations will be interfiled with other library content and will not be retained as a discrete collection unless agreed, with good reason, with the donor. Donations will be subject to collection management and review processes.

The Library does not undertake to accept or retain all donations offered and potential donors should contact the appropriate Liaison Librarian in the first instance. Acceptance of donations is determined by:

- Relevance to current curriculum needs.
- Currency of subject matter.
- Non-duplication with existing stock.
- Condition of items.
- Non-excessive processing costs.
- Available space in Library buildings.

10. Collection Management

To ensure Library collections remain current and relevant to learning, teaching and research all content is subject to annual review to determine: value to user, relevance, degree of use and best use of library space.

Reviews inform future purchasing decisions and withdrawal of content. To note, that budget constraints may supersede other criteria in terms of deciding whether subscription content is retained or cancelled.

10.1 Review Process

Library staff will identify potential electronic and print items for withdrawal using the Library Withdrawal Criteria	
Review of Electronic content	**Review of print books, serials, Audio Visual**
Library staff will - inform appropriate academic heads/team leaders of the subject areas under review and time period for review process. This is generally 3 weeks but may be extended if required. - provide a list of links to electronic resources for review. Academic Heads/Team Leaders are asked to forward this information to relevant colleagues and teams who will complete reviews within the agreed time frame.	Library staff will - inform appropriate academic heads/team leaders of the subject areas under review and the time period set for review process. This is generally 3 weeks but may be extended if required. - Ensure selected items are available for physical review for the agreed time period. Academic Heads/Team Leaders are asked to forward this information to relevant colleagues and teams who will complete reviews within the agreed time frame.
At the end of the review period items are withdrawn unless agreement is reached with academics to retain them.	

10.2 Withdrawal Criteria
Library Services will use the criteria in the table below as a guide when deciding if content should be *retained* in Library collections or *withdrawn*. All potential withdrawals will be checked against recommended reading lists.

Where items do not meet the criteria for retention and are identified for withdrawal, and where able, they will be disposed of by reuse and recycling.

Criteria for retention	Relating to:	Notes
Content remains relevant, current to the subject being taught and fit for academic purpose.	Electronic and print resources	

Content is cited on a recommended reading lists.	Electronic and print resources	Library staff will consult directly with the owner of the reading list.
The edition of the item is still relevant to current learning, teaching and research.	Electronic and print resources	If the item is referenced on a reading list Library staff will consult directly with the owner of the list.
There is evidence that the item is still being consulted and/or borrowed.	Electronic and print resources	
The item is in good physical condition.	Print resources only	
Content has significant historical relevance and value.	Electronic and print resources	
The item is part of a multi volume work or series which is being retained.	Electronic and print resources	
There is no available e version of the text.	Print resources only	
The item is not readily available from the British Library through Inter Library Loan.	Electronic and print resources	
The item is the last version available.	Print resources only	Under the CLA HE Licence Library Services must retain a print resource, or maintain access to the catalogue record as proof of ownership, if content from this resource has been digitized.