



## University Library

### POLICY/PROCEDURE DOCUMENT

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# University Library Collection Development Policy

## Context

The Collection Development Policy is informed by the vision, mission, and strategic developments of Northumbria University as detailed in the University's Corporate Strategy, and the external environmental factors of the information landscape.

This policy will manifest the Library's commitment to academic excellence and excellent customer service by supporting the creation of knowledge and knowledge exchange, both within the University and externally with partners and as part of a wider Community.

This policy will be informed by other University Library policies and strategies, in particular the Learning and Teaching Strategy, the Research Support Policy, and the Special Collections Policy.

## Aims

1. To ensure support for academic programmes by building high quality online and printed library collections aligned with curriculum development.
2. To ensure support for the development of Northumbria's research community, nationally and internationally, by enabling access to scholarly resources and information services.
3. To make available the growing volume of University research outputs within the institutional research repository to facilitate sharing, re-use and wider dissemination, locally, nationally and internationally.
4. To ensure best value for money, making optimal use of regional and national consortia.
5. To enrich communities of learners by connecting them easily to services and resources through the use of innovative technologies and resource discovery tools.

## Objectives

The objectives of the Collection Development Policy are

### 1. Selection of library materials

1.1 Library staff will consult with the academic community to ensure that collections are continually developed to meet curriculum requirements and to support research activity.

1.2 The collections will be enhanced in response to internal and external feedback mechanisms.

1.3 Special collections and donations will be accepted within the remit and parameters of the Special Collections Policy.

1.4 The Library will request copies of module reading lists through an agreed process with all Schools.

1.5 Digitised copies of core material will be made available in collaboration with School policies and resource agreements and copyright legislation..

1.6 The Library will actively seek and encourage recommendations from University staff and students, however the final selection will be the responsibility of designated library staff under the delegated authority of the University Librarian. This may include material of a controversial nature if relevant to identifiable curriculum needs.

## **2. Acquisition of library materials**

2.1 Each School's materials budget will be allocated using a formula based on student FTEs, average prices and use of stock. The balance of book and journal expenditure will be maintained in relation to the requirements of the subject area.

2.2 The Library will utilise relevant regional and national consortia contracts and will review supplier contracts annually to ensure maximum value for money.

2.3 The Library will use efficient and effective systems to purchase, monitor and receipt all resource requests.

## **3. Collection maintenance and review**

3.1 All collections will be reviewed regularly in response to usage and relevance to academic programmes.

3.2 The Library will take steps to ensure that electronic material is securely archived where licences and budget permit.

3.3 All stock which is no longer relevant will be relegated and disposed of in an ethical manner.

3.4 Low use print journals will be offered to the UK Research Reserve, contributing to a collaborative distributed national research collection.

3.5 Rare and valuable materials will be preserved and conserved in an appropriate manner.

3.6 Heavily used and irreplaceable stock will be bound as appropriate.

## **4. Supporting Research**

4.1 Resources to support the university's research activity will be acquired dependent upon School's requirements and budget implications. Priority will be given to research material which also supports learning and teaching.

4.2 The Library will collate all Northumbria's research outputs in the open access repository Northumbria Research Link (NRL) in accordance with copyright regulations and University policy.

4.3 Access to research resources will be enhanced through engagement with collaborative regional and national initiatives

## **5. Accessing collections**

5.1 Collections will be acquired in electronic format where appropriate and where licenses permit to facilitate wider access and effective use of space.

5.2 The Inter Library Loan service will supply relevant documents to eligible customers where possible when purchasing is not an effective option.

5.3 The Library will continue to develop and provide appropriate resource discovery tools to enhance access to collections.

5.4 Access to library collections for Northumbria's partner institutions will be supported in accordance with the partnership and licensing agreements.

5.5 Collections will be made available to external users in accordance with the Membership and Visitor Policy.

5.6 Access to wider collections will be provided as detailed within collaborative and reciprocal agreements.

## **Monitoring and policy review**

The Collection Development Policy will be reviewed within three years to reflect changes and developments within the information landscape, the University and the requirements of LLS users and stakeholders.

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