

# Library Collection Development and Management Policy

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## 1. Introduction

- 1.1. The Library Collection Development and Management Policy reflects our role of supporting the research, teaching and learning functions of the University. This is a general statement of collection development and management policy.

## 2. Scope

- 2.1. This policy applies to all physical collections within the J.B. Priestley Library and all the electronic collections. It does not apply to Special Collections or to the Commonwealth Collection, both of which have separate collection development policies.

## 3. Responsibilities

### Senior managers

- 3.1. This policy has been developed by the Associate Director: Chief Librarian in consultation with the Library Information Resources Advisory Group. The Pro-Vice-Chancellor for Learning and Teaching and Student Experience is the overall senior manager.

## 4. Acquisition guidelines

- 4.1. Any item legally published (or legally publishable in the UK) shall be considered for selection, subject to material being relevant, affordable and value for money. The library aims to provide the resources relevant to study and research at the university, regardless of origin. Librarians work with students and staff to make sure that the selection of resources for teaching, learning and research stems from consideration of the quality of authors' ideas, and that these choices challenge conventions that may embed bias and prejudice about individuals and communities. A library statement on sensitive or harmful material is available <https://www.bradford.ac.uk/library/find-materials/statement-on-sensitive-or-harmful-material/>

- 4.2. Suggestions for purchase are welcomed from all members of the University and can be made via the library's request form ([Request a book for purchase \(office.com\)](#)). Suggestions can also be made verbally to any member of the library team, by email, or via the Suggestions Box available in the J.B. Priestley Library. The final decision on selection rests with the Subject Librarians. All materials purchased are for the shared use of all members of the University, and resources will not be purchases that restrict use to particular departments, offices, or individuals. The library also maintains a small fund 'Broaden Bradford's Books' which is dedicated to further diversifying our collections to support decolonising of the university. More information and an online suggestions for purchase form can be found here <https://www.bradford.ac.uk/library/library-resources/broaden-bradfords-books/>
- 4.3. The library will endeavour to purchase all appropriate and essential course-related materials, dependant on available budgets.
- 4.4. An appropriate number of texts will be purchased. Reading list texts will be purchased according to the library guidelines, see [Reading list user guides - Help - University of Bradford](#)
- 4.5. Multiple reservations per copy can trigger a decision to purchase extra copies.
- 4.6. Copies of journal articles or book chapters not in stock may be obtained via copyright clearance and made available through our reading list tool, Talis. Original physical versions of material copied under CLA licences for a reading list must be retained whilst the copied material is still available for use. A new digitisation service for items on reading lists will be introduced during 2025 / 26.
- 4.7. Academic staff are responsible for timely creation or review of reading lists. Reading lists should be hosted through the online reading list system and sent to the library for review ideally 8 weeks in advance of demand so that materials can be obtained and made ready for use. Adding items to reading lists and publishing the list triggers a review and potential purchase by the library team. Failure to do this risks items not being purchased. Items which are not in stock in the library should be added to reading lists and will be purchased by the library, subject to availability, and with the possible exception of out-of-print titles.
- 4.8. Guidelines for purchasing reading list books were agreed at the University Learning and Teaching Committee, September 25<sup>th</sup>, 2019, and reviewed April 2022. Full details are available here [Reading list user guides - Help - University of Bradford](#)

Further review will take place during academic year 2024/25.

- 4.9. It is the library policy to maintain a balance of spending between recurrent and non-recurrent expenditure. The budget allocated to recurrent spending is based on Faculty income, student numbers per department, the perceived subject content of resources, and value for money.

For academic year 2024/25 and 25/26, due to university financial pressures, no additional new recurrent subscriptions will be made unless agreed to be business critical. To align with a request from the University's Transformational Change Group, there will be a major review of spend during this period on both recurrent and non-recurrent resources which will seek to significantly reduce overall budget spend whilst maintaining support for university learning, teaching and research.

- 4.10. Much of the library's recurrent spending is on resources subject to rates of inflation many times higher than the standard measures. The library will monitor rates of inflation and currency fluctuation to advise on annual average increase in cost of recurrent resources.
- 4.11. Current journal subscriptions form the largest part of recurrent spending. Most of these are part of package deals with publishers, negotiated in consortia with JISC and other university libraries to deliver the best price. These deals may have restrictions on cancellations. These packages also contain large numbers of titles which are not paid for separately.
- 4.12. Recurrent spending is subject to a review of each subscription at point of renewal taking a decision to renew, cancel or subscribe to a similar resource. Criteria include cost-per-use, duplication by other available resources, and technical functionality of resources. Recurrent spend is focussed on online resources with purchase of new print subscription resources exceptional.
- 4.13. New journals or databases are normally funded by the cancellation of existing subscriptions. Subject Librarians will consult the relevant Schools about potential cancellations and requests for new subscriptions will require the support of a business case form [University of Bradford Library - Business case for a new recurrent cost library resource \(office.com\)](#) This is reviewed at the monthly Library Information Resources Advisory Group.

For academic year 2024/25 and 25/26, due to university financial pressures, no additional new recurrent subscriptions will be made unless agreed to be business critical.

## 5. Formats

- 5.1. Material will be acquired based on information content rather than format type, and decisions on whether to acquire print or electronic versions will be made as appropriate. Paperbacks are preferred to hardback books as cost is lower.
- 5.2. Resources accessible to disabled users will always be preferred where available.
- 5.3. Students' mode of study (part-time, distance learning, those who have placements) will be considered when selecting the format of resources.
- 5.4. Where a variety of formats are available, the preferred format will be that which offers widest access at a reasonable price, with acceptable terms and conditions. The library does commit to ensuring that core books on reading lists are made available in both print and electronic versions (where both formats are available) on grounds of inclusivity, making sure that core books can be accessed by all students regardless of their preference of format. The library team also commit to supporting students with Learner Support Profiles who need specific formats of resources.
- 5.5. Material will be purchased in additional formats where this adds extra value; for example, to make provision for larger numbers of students.
- 5.6. The library acquires access to e-books in different ways. Terms and conditions of use vary. It may not be possible for the library to acquire some books in an e-book format.
- 5.7. The library regularly acquires e-books using models where large numbers of titles are provided by a supplier for a short-agreed period, and then purchase is triggered by use - Patron-Driven Acquisition (PDA), or by subject librarians selecting titles based upon use in that period, and also on relevance - Evidence-Based Acquisition (EBA).
- 5.8. The acquisition models of PDA and EBA, and some e-book packages which regularly change content, mean that some e-books available to students and staff are not owned by the library, and may be withdrawn from the collection at short notice by the library's suppliers.
- 5.9. The library will choose those models which provide the maximum amount of content relevant to teaching, learning and research in the most cost-effective way. The Library's Information Resources Advisory Group keep the models of e-book use and acquisition under review. The importance of books (as set by academic staff on reading lists), multiple turnaways and high usage of e-book titles can also trigger a decision to purchase extra licences to maintain access.

- 5.10. Subscriptions to individual e-books will be subject to the same retention criteria as other subscriptions.
- 5.11. The library uses automatic purchasing models to upgrade ebook licenses, to serve more users simultaneously. There may be delays in granting access to e-books, when significant additional charges for such licenses are required.
- 5.12. The library will always prefer electronic journals over the print versions unless any of the following is true of the electronic version:
  - it is significantly more expensive than the print version,
  - it does not reproduce images, charts or diagrams sufficiently well to make them intelligible.
- 5.13. Print subscriptions will be retained to academically significant titles if long-term access to the electronic version is believed to be insecure.
- 5.14. We will attempt to convert our print journal holdings to electronic wherever possible by the purchase of backfiles.

## **6. Book donations**

- 6.1. Donations to the library are added to stock if pertinent to current teaching, learning and research. Items over three years old are usually not accepted unless directly related to subjects in which historical materials are important e.g., Peace Studies and Archaeology. Pre-current editions of textbooks are not accepted. The cost of buying a book new may be less than that of processing a donation. The Library is unable to accept large collections of material, such as complete personal libraries or journal runs, all potential large collections should be discussed with the relevant Subject Librarian before accepting.
- 6.2. The library accepts donated material only if ownership is transferred to the University.
- 6.3. Items not deemed appropriate are disposed of at the library's discretion.

## **7. Free web resources**

- 7.1. Freely available resources are added to the Library Catalogue, Summon and the library webpages at the request of a Subject Librarian or academic who has judged these to be as useful as resources for which the library has paid. The library does not attempt to curate

comprehensive collections of free, open access materials in any subject area.

## 8. University of Bradford dissertations and theses

- 8.1. Dissertations and theses which contain sensitive material may be temporarily embargoed or permanently restricted at the request of the author's department.
- 8.2. Undergraduate and Masters dissertations are not received or retained by the library.
- 8.3. A digital copy of each PhD thesis, awarded at Bradford is deposited in the University's repository Bradford Scholars, for public access. The inclusion of theses in the library collection is dependent on the submission of the thesis by the author. Printed and digital PhD theses are kept in the library collection in perpetuity.

## 9. Physical Management

- 9.1. Most of the Library's physical stock is within the book and journal collections in the J.B Priestley Library. All library materials are on open access shelves, apart from Special Collections, print Bradford PhD theses (finite collection), and some DVDs. There is no closed stack. The Library generally will not establish new collections separate from the main collection. The exception to this is the Read and Relax collection housed in the Calm Space, and a small collection of Academic Skills books located on floor 0 to aid librarians in their student support activities. Stock relegation is an essential component of the library collection development and management policy. Materials which no longer contribute to the effectiveness of the library's collections will be removed from stock in an ongoing programme by the relevant subject librarians.
- 9.2. The following general criteria for print book retention and relegation will be followed:
  - Books with multiple editions: routinely only the current and precurrent editions will be retained.
  - Loanable books (non-multiple editions) meeting all three criteria below will be reviewed by Subject Librarians for relegation from stock.
    - a) Not borrowed for  $\geq 10$  years
    - b) Acquisition date  $\geq 10$  years



- c) Not on a current reading list
  - Additional criteria may be considered for specific subject areas when deciding whether an item is retained in the collection or not. These may include but are not restricted to the following:
    - a) Physical condition of the item
    - b) E-book availability
    - c) Does it relate to known future subject / research planning at the university
    - d) Is it published by a University of Bradford author
    - e) In subject areas such as Peace Studies and Archaeology where older print material continues to have value, a fuller range of material will be retained.
- 9.3. E-books will usually be made unavailable when:
- their age and the nature of their subject means that content is likely to be misleading.
  - the book has been superseded by subsequent editions held by the library (in either print or e-book formats) and that edition is no longer required for taught courses.
- 9.4. Runs of print journals are only retained:
- to augment electronic collections relevant to current teaching, learning and research interests, when purchase of permanent replacement electronic backfiles is not possible or would provide poor value. The articles in these journals should be discoverable.
  - or, because they cover subjects in which there is ongoing historical interest (mainly archaeology, peace studies, sociology).
- 9.5. The library will use three methods of dealing with items which are relegated from stock as deemed appropriate for the type and condition of item, in order to maximise any resale value for university income. Income made is added to the library resources budget.
- Anybook – resell books and share of profits come back to the library
  - Better World Books – resell books, small profit share with the library and work with non-profit organizations and global literacy programs.
  - Disposal – where condition is poor prohibiting resale.

## 10. Access versus holdings

- 10.1. The library has a **just-in-time** approach to supplying little-used material, rather than **just-in-case** storage.
- 10.2. All academic staff and students at the University are entitled to request inter-library loans at no charge. The inter-library loan service aims to obtain items not held in the Library which are required for research, teaching or study. In print books and obtainable out-of-print books which have been requested will usually be purchased for stock rather than borrowed. Inter-library loans will not be available for titles that the Subject Librarian has declined to purchase on academic grounds.
- 10.3. The library actively promotes membership of co-operative access schemes such as SCONUL Access <https://access.sconul.ac.uk/sconul-access> .
- 10.4. The library will enter into co-operative arrangements for acquisition of materials as appropriate.

## 11. Future developments

- 11.1. Library collections will continue to be affected by changes in technology, licensing and Open Access provision. The Library's Information Resources Advisory Group will ensure that the development of the collections is informed by such changes.

## 12. Related policies

- 12.1. 12.1 Special Collections <https://www.bradford.ac.uk/library/special-collections/about-us/policies/>
- 12.2. Commonwealth Collection. <https://www.bradford.ac.uk/library/library-resources/commonweal-collection/#d.en.27983> The Commonwealth Collection is an independent library housed within the J.B. Priestley Library. The collection development policies of the Commonwealth Collection are the responsibility of the Commonwealth Trustees.

## 13. Implementation

- 13.1. Implementation of the policy is by all library teams.

## 14. Monitoring and review

- 14.1. The Collection Development and Management Policy will be reviewed every three years. The next review will be in 2027.

## 15. Document and version control information:

Version control information heading	Details
<b>Owner</b>	Associate Director: Chief Librarian
<b>Author</b>	Associate Director: Chief Librarian
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