

Books Collection Development Policy

January 2014

Introduction

This document provides guidance to academic schools and the Library Collections team in Information Services regarding the acquisition and subsequent management of books at the Canterbury and Tonbridge Campuses of the University.

It covers all issues about the location and format of books. It does not cover items such as journals and reference sources, which are covered by separate policies. There are specific strategy and policy documents for the Special Collections.

This document is designed for application across all academic schools, unless they have specified their own implementation plans. These will be developed as addendums to this main document.

All Collection Development Policies are developed in line with the principles agreed and adopted by the University in the **Collection Development Strategy**:

IS staff will proactively:

- Lead **collaboration** and promote collegiality with academic schools and academic support colleagues alongside information providers and other stakeholders
- Build collections primarily for the **people** studying and researching in disciplines served by the University of Kent's Canterbury campus
- Lead **development** of the collection by acquiring appropriate new materials and managing existing ones
- Maximise **availability, accessibility and use** of the information contained in these collections
- Ensure **preservation** of long-term access is secured where appropriate
- Maximise **value-for-money** throughout the life-cycle of materials
- Make efficient use of available physical **space**

Book Collections

All books for use at the Canterbury campus will be held on site at the Templeman Library unless for temporary stock management purposes.

Core Text Collection

The Core Text Collection is a discreet physical location in the Templeman that exists to support high frequency circulation of the items which are in highest demand by library users. These are likely to appear on Reading Lists as Core Texts. It is primarily for use by Staff and Students of the University of Kent.

- Facilitates circulation of highest demand items
- Likely to contain many multiple physical copies
- 'Core Text' reading list status does not necessarily mean items will be included in this collection
- Ebook copies always sought for every title included

Main Collection

The Main Collection exists to support the open general circulation of materials listed on Reading Lists, books otherwise required for teaching and learning and research by the staff and students of the University of Kent as well as public visitors.

- Some 'Core' and most 'Background' and 'Recommened' readings
- Less likely to hold multiple physical copies
- Research materials
- Contains reference materials
- Ebook copies sought where requested or deemed appropriate

Reserve Collection

The Reserve Collection houses material that is currently rarely used, and preserves historically acquired material for future research. It utilises high density storage in the Templeman Library where books can be accessed upon request at short notice.

- Generally includes titles not borrowed in at least 10 years
- No multiple copies
- Other items regarded as low-priority by Schools
- Physical Browsing is currently unavailable due to environmental accessibility restrictions but would be provided by Phase III of the Templeman Redevelopment Project

Closed Store

The Closed Store is a closed historic collection that is being integrated into the Reserve Collection over time. It consists of books as well as other materials. It is no longer being added to. Items can be requested via the library catalogue.

Use of Formats

Electronic

The Library has thoroughly investigated the value for money, performance and effective uses of ebooks. Based on that evidence IS encourages and supports their acquisition for many purposes, as detailed below.

There are a number of different emerging acquisition models available for ebooks. IS will therefore consider a range of options depending upon the circumstances, including:

- traditional outright purchase model
- subscription (hosting fee etc.)
- packages of multiple titles
- different access options (e.g. concurrent user limits)

IS will also consider the importance of perpetual access rights and the long term accessibility of ebooks in any acquisition. IS seeks long-term guarantees access wherever possible.

IS will also annually review retrospective titles purchases where e-copies were not originally available and evaluate using Strategic Funds to acquire these.

Print

The majority of the books acquired by the Library are paperback copies. The Library will purchase hardback books only if specifically requested, if it is economical to do so, or if no other formats are available.

Large formats

- CTC: All 'Large' prefix items are interfiled
- Main: 'Large' Classmark prefix. Located near similar classmark on each floor, except Art books (classmark N), which are interfiled
- Reserve: Separate 'Q' prefix (Quarto) and 'F' prefix (Folio)

High Value items

High value items, or items that are hard to replace may be confined to the Library. These items are added to whichever collection is appropriate to its use.

Reading List Books Purchase Guidelines

The use of Reading Lists to guide the provision of resources for students on taught courses is recommended as best practise by Information Services. Academic Liaison Services have identified the suggested baseline ratios to guide purchasing, within certain restraints:

- Any individual copy costing more than £75, or any combination of copies for a single title that exceeds £300, will be checked by the Liaison Librarian before purchase
- In all instances quantities can be adjusted at the request of Academic staff by contacting the Academic Liaison team

The following definitions are used within the Reading Lists @ Kent system:

Core Text

Items detailed on each Reading List as “Core Text” will be purchased:-

- a) Where an E-book is available the ratio of **1 E-book plus 1 print copy per 16 students**
- b) Where an E-book is unavailable **1 print copy per 8 students**

Recommended

Items detailed on each Reading List as “Recommended” will be purchased:-

- a) Where an E-book is available the ratio of **1 E-book plus 1 print copy per 32 students**
- b) Where an E-book is unavailable **1 print copy per 16 students**

Background

Items listed on a Reading List for “background” reading will be purchased:-

- a) Where an E-book is available the ratio of **1 E-book plus 1 print copy per 50 students**
- b) Where an E-book is unavailable **1 print copy per 50 students**

Suggested for student purchase

Items detailed on each Reading List as “Suggested for Student Purchase” will be treated as Core Text items, unless conveners indicate otherwise:-

- a) Where an E-book is available the ratio of **1 E-book plus 1 print copy per 16 students**
- b) Where an E-book is unavailable **1 print copy per 8 students**

School Specific Guidance

Any school that wishes to use a different ratio can arrange this with their Academic Liaison Librarian.

Purchasing guidelines for Books outside of Reading Lists

Books for research and supporting other learning and teaching activities

Titles are purchased for the following reasons:

- On the basis of **request** by staff and students
- On the basis of **demand** (assessed by electronic 'turn-away' figures, student-driven selection schemes, evidence of interlibrary loan requests, module feedback)
- On the basis of **selection** by the Academic Liaison team within specifications agreed with an Academic School

One print or electronic copy of each identified title is purchased in the first instance, according to discretion of the Academic Liaison team, or:

- There is a specific request from, or agreement with, academic staff or schools
- Because of specific user demand
- Where IS strategic development funds have been used to purchase

Books authored by Kent staff

Where academic schools request, IS can seek to purchase all titles authored by Kent staff using Departmental Materials Funds. Schools can agree with their liaison librarian the circumstances where this should occur, and what formats to use.

Information Services will assess on an annual basis retrospectively acquiring ebook copies of these titles where e-copies were either unavailable at the time, or purchase was not supported by Departmental Funds.

Relationship to other Kent Libraries

Drill Hall

Items on Reading Lists for courses based at Medway will primarily be provided for by the Drill Hall Library. Duplicate copies of items held at the Templeman will be acquired and held where necessary. Disposals from the Drill Hall will be managed according to the procedures in place at that site.

Tonbridge

Books held at Tonbridge will reflect the courses delivered and the needs of the teaching and research being undertaken at that campus. Duplicate copies of items held at the Templeman will be acquired and held where necessary.

Items no longer required at Tonbridge will be considered for integration with the Templeman stock in consultation with academic schools. Items not required will be managed according to the disposal process defined later in this document.

Book Collections moves and review processes

The process of routinely reviewing our collections will allow for the moving of books to the most appropriate collection, as well as providing information to drive future collection development activity such as:

- targeted purchasing in particular disciplines
- reviews of old editions and number of multiple copies
- retrospective ebook purchase
- identification of areas to consider for updating with new editions and replacements
- identification of areas to consider for weeding

CTC Reviews

- Annual review process based on usage and reading list changes
- Likely to involve moving books out to Main Collection
- Where ebook versions have become available after an original print purchase, IS will review the number of print copies required in line with the ratios required for that item.

Main Collection Reviews

- Likely to identify items to move out CTC or Reserve
- Items under heavy demand will be considered for moving to the CTC, and/or additional copies or ebook to be purchased
- Items not borrowed in 10 years will be considered for moving to the Reserve Collection, in consultation with Schools
- Where an item was previously on a reading list but has since been removed, we will reduce the number of copies on the open shelves to a number agreed with Schools
- Items that are rare or valuable may be considered for moving to Special Collections in accordance with Special Collections policies
- IS will use evidence from other significant national and international library collections and sources to help evaluate collection strengths and weaknesses

Reserve Collections Reviews

- Items that have been borrowed or requested more than 3 times will be considered for moving to the Main Collection
- Items that remain unborrowed or unrequested for at least 15 years will be consulted on for consideration for removal in accordance with the disposal policy below

Resting and Leapfrogging Modules

- Where modules have been identified as resting, or delivered on a non-annual basis, ALS will retain multiple copies and will avoid changing locations wherever practical.
- Academic Liaison staff will work with Library representatives to identify these when assessing areas of the collection for development work.

User demand

Where there is strong user demand for print or electronic items the Liaison Librarian will assess the need for purchasing additional copies or licences and will consult Academic Schools as appropriate regarding the use of Departmental Funds.

Lost items, replacements, repairs, old editions

If an item is reported as missing a procedure for searching for the item takes place. If an item remains unfound the item is marked on the Library Catalogue as 'missing' and information about the title is passed to the Academic Liaison team.

If an item is lost whilst on loan to a library patron the item a process takes place to recover the cost of the item, it is marked as 'lost' on the library catalogue and information about the title is passed to the Academic Liaison team.

The Academic Liaison team assess each title for replacement, checking whether the item is on any reading lists, the replacement cost, currency and availability of the item. Academic Liaison staff will consult Academic Schools for advice whenever appropriate.

If an item is replaced the 'missing' or 'lost' item is superseded by the replacement. Items that are not replaced are removed from the catalogue display.

Books that are superseded with new editions or versions, or that become out-of-date, will be identified for replacement, relocation and/or removal by IS staff after appropriate consultation with academic staff and with advice from the IS Special Collections team. Books that are found to be in poor physical condition:

- If on Reading List, immediate replacement or repair as necessary.
- If in Main Collection,
 - If in reasonable condition, move to Reserve Collection for better preservation conditions and make available for fetching. If then fetched more than 3 times, professional repair or replacement sought
 - If in very poor condition dispose and replace if possible. Consultation will take place with Library reps on these
 - We will consult with Special Collections experts for advice where appropriate

Items with writing and other internal disfigurement will be replaced subject to funding being available. Defacement of out of print items will be noted on the reverse of title page and retained on the open/store shelves as appropriate.

Changes in University subject focus

Subjects or disciplines no longer taught or researched at Kent will be considered for permanent removal. We will consider options including:

- Relocation
 - to another University of Kent Library, including the Drill Hall
 - to elsewhere in the University of Kent but outside of IS
 - to another Library outside of the University
- High Density Storage
- Disposal

Disposal Policies

Academic Schools and IS will assess the collections for disposals jointly on an annual basis. This process will be co-ordinated by a Liaison Librarian, and undertaken in full collaboration with Library Representatives and Academic colleagues familiar with each subject area being assessed.

De-selection process

Information Services staff will work with Library representatives in late-Spring each year to identify areas for examination. The rationale for proposing any given area for examination may include:

- Low circulation
- Subject areas no longer taught or researched
- Influx of new materials in an area

Information Services will maintain a record of areas examined and the rationales being this in order to maintain oversight of the process, and to ensure that the whole collection is examined in due course.

Decision making process

Library representatives in Academic Schools will be offered title and data lists as well as the opportunity to browse the shelves with support from their Liaison Librarian.

- Items can be identified for removal either physically or virtually
- Items will be checked to ensure no unique materials are disposed of inadvertently
- Consensus will be sought from Schools on decision making
- The decision of a Head of School will be final. Multiple Schools will be consulted where subject areas cross departments. If any Head of School wishes to retain stock it will be retained

Removal Process

Books agreed for removal from the collections will usually be offered, in this order, for:

1. Removal by staff, either for School or personal use
2. Removal by students
3. Transfer to University of Kent partner Libraries
4. Removal by 3rd parties who rehome books
5. Recycling
6. Regular waste disposal (last resort)

Exceptions

Information Services reserve the right to skip stages 1 to 3 if storage space for the de-selected items is unavailable, or if other logistical concerns make these stages unreasonably difficult to offer. Also, obsolete books or books in poor condition may not always be offered to staff and students.