Journals Collection Development Policy

Canterbury Campus, June 2015

Introduction

This policy covers the current Templeman Library collections. The Journal Collection Development Policy is aligned with the strategic approach described within the overarching Collection Development Strategy.

For the purposes of this policy, the following definitions have been considered and the preferred term of "Journal" has been used to cover them all.

- **Journal** – A newspaper or magazine that deals with a particular subject or professional activity
- **Periodical -** A magazine or newspaper published at regular intervals
- **Serial** - Consisting of, forming part of, or taking place in a series
- **Magazine** - A periodical publication containing articles and illustrations, often on a particular subject or aimed at a particular readership
- **Newspaper -** A printed publication (usually issued daily or weekly) consisting of folded unstapled sheets and containing news, articles, advertisements, and correspondence.

The following strategic principles were agreed as part of the Collection Development Strategy, January 2013. These principles will also be applied to the Journal Collection Development Policy.

Strategic Principles

The principles of the Information Services (IS) Collection Development Strategy for the Canterbury Campus will be applied to the journal collections to include:

Collaboration:
- Work closely with all Academic Schools and support services to jointly develop the collections held by the University.
- Collaborate with partner libraries and external information services in all areas of strategic collection development.

People:
- Manage the collections in order to serve people studying and researching subjects based at Canterbury and those working at Canterbury, but also be mindful of:
  - University of Kent people at other campuses and centres both in Kent and abroad.
  - The collections available at Canterbury Cathedral and at the Drill Hall Library as well as at our Universities at Medway partners.

Development:

- Respond to and discuss and engage with the explicit needs of the teaching, learning and research of academic staff:
  - Through readings suggested for course Reading Lists.
  - Through direct recommendations.
- Contribute a strategic professional oversight, alerting and making recommendations to academic Schools for new or existing resources to complement those explicitly requested, including:
  - Materials to support research.
  - Reference materials.
  - Package deals of content that meet and exceed the explicitly requested materials.
  - Items identified through user demand.
  - Items requested for inter-library lending or scanning.
- Collect and organise the outputs of academic research at the University.

Availability, Accessibility and Use:
- Seek high standards of accessibility and flexibility to provide inclusive services to the University community ensuring that journal materials are usable and accessible.
- Work with academics, Schools and students to develop and increase use of resources, including supporting the use of digital and electronic formats.
- Consult Academic Schools on withdrawing or replacing print formats.
- Acquire multiple copies or user licences to facilitate access to material in high demand.
- Seek formats that maximise availability and usability of content.
  - Electronic formats will be considered for all new materials.
  - Physical formats will be acquired alongside electronic holdings where deemed necessary upon IS consultation with Schools.
  - Investigate electronic equivalents of existing physical holdings where accessibility would be improved.
  - Physical formats will be retained where items are used for pedagogical and/ or specific research purposes, and consideration will be given to managing some items as part of the Special Collections.
- Make resources available to alumni and walk-in visitors to the Library wherever possible.

Preservation of access:
- Provide appropriate storage conditions that preserve the future use of materials.
- Ensure long-term electronic access is preserved wherever available and needed, working with external agencies where required.
- Acquire appropriate replacements for damaged or irreparable material where necessary.
- Develop and maintain a reserve collection of historically acquired materials where appropriate in consultation with academic Schools and Special Collections and Archives.
- Inform decisions to migrate to electronic formats, either by digitisation or re-purchase.
- Ensure stable and permanent electronic access for digital and electronic content.
- Use Special Collections to preserve access to valuable or rare print items.

Value for money:
- Seek best value for the University, considering all available financial relationships and options with material suppliers, including (but not limited to) outright purchases and subscriptions in order to make content available.
- Work with Academic Schools to agree appropriate funding of the cost of resources based on evidence including needs and usage, inflation and changes in the marketplace.

Space:
- Develop the physical collections within the physical space available.
  - Separating low-use material to higher density storage.
  - Storing some low-use material in an on-site, fetchable location.
- Where secure, long term electronic access is assured to materials duplicated in physical holdings, give consideration to:
  - Moving physical holdings to high density and/or fetchable location.
  - Permanent removal.

Acquisition

Journals will be acquired and managed, to support and enhance the learning, teaching and research activities of the University. This will be achieved in consultation and partnership with academic Schools.

This policy seeks to facilitate the development of a 'shared vision' for the strategic development of the journal collections in consultation with the University community. Within this framework, the policy for acquisitions is a significant factor in ensuring that:

- Responsiveness to meet increasing user expectations regarding access to journal content, via a range of purchase options including title-by-title, content-package or aggregator database acquisition models.
- Scholarly information requirements are reflected and met by relevant, highly discoverable and accessible journal content that is easily integrated into teaching, learning and research workflows.
- Equity of access to multimedia resources across a range of devices.
- An appropriate balance is achieved between resource quality, usability and accessibility, reflecting the context in which resources will be used, and thereby maximising value for money.

Where it is available, appropriate and to enhance user experience:

- Electronic formats will be preferred where:
  - These are discoverable and accessible;
  - Preservation requirements are met.
- Services that do not set embargoes will be preferred where available.
- Electronic formats may be augmented by other formats where these criteria are not met.

- Other formats, including microform and print may be acquired where electronic formats are not available.

To facilitate good decision making:

- Recommendations for purchase will reflect the teaching, learning and research requirements of the University community.
- The academic community will be consulted regarding journal requirements for learning, teaching and research, on an ongoing basis and as required.
- Usability and accessibility will be assessed prior to purchase.
  - o Trial periods will be sought to enable effective consultation and gather feedback and ensure relevant stakeholders are fully informed prior to a final purchasing decision.
  - o Stakeholders include:
    - Academic Schools, students and researchers
    - Student Support and Wellbeing
    - IS personnel including:
      - Library Collections: Academic Liaison and Collections Management
      - Quality and Standards

Accessibility and usability

The Library aims to provide inclusive services to the University community and is responsible for ensuring the multimedia resources it procures and delivers are usable and accessible.

To ensure an inclusive user experience:

- Products that deliver content multimodally and offer maximum flexibility will be preferred;
- Academic Schools will be consulted on withdrawing or replacing legacy format multimedia collections, where accessibility is limited.

To facilitate good decision making:

- Accessibility for a diverse user community will be enhanced through the purchase of resources that deliver content as flexibly as possible through a range of features, including audio description for visually impaired users.
- Information from suppliers will be sought concerning accessibility features when required.
- Guidance issued by national and international advisory bodies specialising in this area will be consulted to inform purchasing decisions

Space

Physical items will be developed and stored according to the following principles:

- Low-use journal content held in physical formats will be:
  - o Separated to higher density storage in an on-site, fetchable location;
  - o Subject to the collection reviewing and updating principles outlined by this policy.

Collection reviewing and updating

Existing journals and new acquisitions will be reviewed, updated or withdrawn on an ongoing basis in consultation with Academic Schools. Wherever items remain in demand or continue to meet the teaching, learning and research requirements of the University community:

- An original master copy or best surviving copy will be retained where content is unique or irreplaceable;
- Physical formats will be retained where electronic formats do not provide:
    - Adequate access to content (for example tables, graphs, photos, illustrations, musical notation, scripts, etc.);
    - Secure long-term access to content.
- Replacements for damaged or irreparable material will be purchased where available;
- Format replacement will be considered dependent upon the availability of feasible alternatives;
    - Journal content held in physical formats will be considered for re-purchase in electronic format where it:
        - Is commercially available;
        - Meets preservation requirements;
        - Offers value for money.
- Format migration, including through digitisation will be considered where it;
    - Is legally permissible;
    - Is cost efficient, or where funding exists to facilitate the required work.

Preservation

Preservation will be considered for content that is required and does not meet the above criteria. Format preservation options, care and responsibilities will be implemented in line with the guidance detailed in the P1228 Digital Archiving and Preservation Strategy; the Collection Development Strategy: Special Collections, and in consultation with the following stakeholders:

- **IS personnel including:**
    - Library Collections: Academic Liaison and Collections Management
    - Quality and Standards
- **Academic Schools**

Withdrawal policy

Following guidance from Liaison Librarians and in consultation with Academic Schools, withdrawals will be addressed on the basis of content and format. Resources will be considered for withdrawal where the:

Content
- Is no longer relevant to the teaching, learning and research undertaken at the University;
- Is limited to short, insignificant or incomplete runs.

Format
- Duplicates electronic formats offering access in perpetuity through:
    - The University's licence with the supplier;

- o The University's membership of a third party archiving service such as Portico or LOCKSS;
  - o Purchased journal archives (for example Periodicals Archive Online, De Gruyter Journal Archives, etc.);
  - o Trusted stable archive services (for example JSTOR, PubMed and Hein).
- Is no longer supportable or accessible;
- Experiences very low use;
- They are not covered by the Collection Development Strategy: Special Collections and cannot be feasibly preserved;
- Provides poor accessibility standards.

Journal titles selected for withdrawal which are not preserved through collaborative preservation initiatives will be offered to these initiatives to guarantee national preservation and thus guarantee future access to these items for the academic community at the University of Kent and nationally.

Journal titles within the Collections which are preserved through national preservation initiatives and which are after consultation agreed for removal will be removed in line with the recommendations detailed in the **Stock Disposal Guidelines.**

Implementation and Governance

This draft policy is submitted for the consideration of the Library Management Group and Academic Schools. Academic Liaison Services will lead the implementation of this policy, reporting internally to the Library Management Group.

This policy will be subject to a 2 yearly review schedule, or as required to address emerging issues.