

Reference and Bibliographic Material Collection Development Policy

Background

This document provides a policy for the acquisition and management of reference and bibliographic material to support the teaching, learning and research strategies of the University. The policy relates to the main Collection Management Strategy and adheres to its main strategic principles. For the purpose of this policy, Reference and Bibliographic Materials have been divided into three specific categories:

- Reference material – Material users can refer to for confirmed facts within a specific subject area. These would include subject specific encyclopaedias and dictionaries, biographical dictionaries and almanacs. Examples include **Victoria County History**, **Merck Index** and **An Encyclopaedia of Religions**.
- Bibliographic material – Contains one or more lists of resources and materials sharing a common theme such as subject or location. These would include bibliographies of individual authors, subject reviews, catalogues from other libraries or lists of resources covering particular events.
- Quick reference material – Material held close to an enquiry desk of common and general interest where the information contained is likely to be required quickly. These would include general encyclopaedias, directories, dictionaries and thesauri. Examples include **Whitaker's Almanac**, **World of Learning** and the **Directory of Grant Making Trusts**.

During January to April 2013 all reference and bibliographic material was reviewed in collaboration with the academic Schools and the separate sequences for subject based reference and bibliographic items were disbanded. Subject based reference and bibliographic works are being shelved within the main sequences or held in the Reserve Collection. A small Quick Reference section of general interest remains near the Support Desks.

Main Principles

The principles of the main Collection Management Strategy will be applied for reference and bibliographic material to include:

- Collaboration
 - With academic Schools
 - With other local information providers (eg. Kent County Council Libraries, Drill Hall Library)
- People
 - Aligning the acquisition and maintenance of material with user needs
 - An electronic first policy to enable access for users at other sites
- Development
 - Sourcing, acquiring and managing relevant reference and bibliographic material
 - Ensuring that misleading and out of date material is withdrawn
- Availability, accessibility, use

- Preferring electronic first but making allowance for subject and format needs in consultation with academic Schools
- Ensuring that printed items are easy to find through the catalogue and on the shelves
- Preferring electronic resources which permit external 'walk in' use where available and practicable
- Supporting the use of electronic resources through online help, support and training
- Preservation
 - Ensuring stable and permanent electronic access for digital material
 - If permanent electronic cannot be guaranteed, or is not deemed essential, moving print equivalents to high density storage
 - Using Special Collections to preserve access to valuable or rare print items
- Value for money
 - Promoting the use of important reference material
 - Aligning University of Kent collections with other freely available local collections (eg KCC online reference material) and avoiding duplication
 - Selecting formats that offer the best value for money
- Space
 - Ensuring that material is shelved in the most appropriate collections
 - Separating low use material to high density storage in the Reserve Collection
 - If long term electronic access can be guaranteed, considering the permanent withdrawal of print equivalents.

Purchasing policies

- Items may be purchased
 - as a result of user requests
 - as a result of user demand (as evidenced by document delivery requests and turnaways from electronic resources and other data)
 - on recommendations from Liaison librarians and in consultation with Schools
- For the purchase of key items of general interest, or of interest to multiple subject areas, funding from the Library's Strategic Materials Fund will be considered for part or the whole of the cost
- For reference or bibliographic items the purchase of an e version or a single copy will be the standard

Locations

Reference and bibliographic material will be held in the Main Collection, the Reserve Collection or Special Collections. Items of general interest may be shelved in Quick Reference

CTC – not used for reference

Main Collection will contain reference and bibliographic material that is regularly used for teaching, learning and research which, in most cases, has been directly agreed through liaison with the Schools.

Reserve Collection will contain reference and bibliographic material that has been agreed with the Schools to still be of use but not in general demand and of interest to a small group of researchers. Material may be older but has no updated version and is still valid; an earlier edition of a work held in the main collection but still of value in itself, eg. **Dictionary of National Biography**; or a niche bibliography of interest to a small user group.

Special Collections will contain valuable or rare reference and bibliographic material

Quick reference will contain reference material of common and general interest where the information contained is likely to be required quickly.

Dictionaries

- As detailed above, a small collection of English dictionaries will be kept in the Quick Reference sequence
- Foreign and the main collection of English dictionaries will be shelved in the Main Collection at the relevant classmarks

Loan policies

- Reference and bibliographic material shelved in the Main Collection will be confined to library or available for loan at the discretion of the relevant Liaison Librarian and in consultation with the relevant School
- Quick reference items will be confined to the library
- Items shelved in the Reserve Collection will be available for loan or will be confined to the library at the discretion of the relevant Liaison Librarian and in consultation with the relevant School

Reviewing, updating and withdrawal policies

- Reference and bibliographic items will be reviewed, updated or withdrawn
 - Using policies established for other material in the collections in which they are housed (Main Collection or Reserve)
 - At the same time as other material at the same classmarks whether in the Main or Reserve Collection
- Reference and bibliographic material of general interest or in areas not directly covered by a Liaison Librarian will be reviewed by the Liaison Team
- Quick reference items will be reviewed on an annual basis by the Liaison Team.

Implementation and Governance

This policy has been ratified by the Library Management Group, and Academic Schools were consulted during its creation. Academic Liaison Services will lead the implementation of this policy, reporting internally to the Library Management Group.

The policy will be reviewed annually and any concerns or suggestions for amendments can be made directly to the Academic Liaison Team

(<http://www.kent.ac.uk/library/templeman/contacts/index.html?tab=subject-support>).