

# University of Greenwich – Library Services Collection Policy

## 1 Introduction

### 1.1 Mission and strategic focus

*'Connecting people to knowledge'*

The University of Greenwich Library Strategy to 2018 contains four strategic themes, each of which are supported by the detail of this policy:

1. Learning and teaching
2. Research and scholarship
3. Community and engagement
4. Services, infrastructure and organisation

### 1.2 Scope

This policy relates to University of Greenwich Library collections. There are complementary policies in place for the University of Greenwich Archives and the collections held at the Drill Hall Library in Medway. It is not intended to include any franchise libraries associated with the University of Greenwich.

## 2 Development

### 2.1 Drivers for acquisition:

#### 2.1.1 Academic need

Resources will be purchased or licenced with the following two drivers at the forefront: Teaching and research.

Library Services will aim to support the teaching and learning needs of the faculties by ensuring that the collection reflects the focus and curriculum needs of each course. Reading lists, course handbooks, and discussions with departments and their Library Representatives will be formative elements in this endeavour. Additionally, we will collaborate with departments to meet any requirements stipulated by external course accreditation boards.

At the same time, Library Services recognise that the research demands on the library collections are different and we will aim to meet these demands where possible. We will consult with departmental research leads and Faculties regularly to ensure our online and print collections broadly meet the needs of our research community.

#### 2.1.2 Recommendations

Recommendations from members of the University of Greenwich are actively encouraged and will be taken into consideration when acquisitions decisions are made. Recommendations should be made through the relevant Academic Services Librarian.

#### 2.1.3 Evidence of use

Extra copies of a resource, such as books, will be acquired where a high level of demand for an item can be demonstrated. Additionally, a new resource may be considered for acquisition where a clear demand can be evidenced. Indicators for demand include, but are not limited to, high reservation levels, publisher usage and turn-away statistics for resources to which the University currently does not subscribe.

#### 2.1.4 Multiple copies

We will aim to ensure that there is sufficient access to resources through a combination of acquiring eBooks, multiple copies, and facilitating inter-campus loans. Departments should liaise with their Academic Services Librarian should they expect demand to be high.

#### 2.1.5 Collections for non-academic uses

Where appropriately agreed and where funds allow, resources may be acquired for uses such as leisure, health and wellbeing, employability, or other university-supported activities

### 2.2 Decision making processes:

#### 2.2.1 Value for money

Resources will be acquired based on their value for money. Opportunities to benefit from discounts through consortium acquisitions will be explored as they arise. Resources will be reviewed regularly in collaboration with departments to ensure they still offer the best value for money.

#### 2.2.2 Electronic first principle

An electronic first approach to acquisitions will be taken where possible, including books, journals and other resources. This will enable Library Services to provide access to the greatest number of users, from the widest possible range of convenient locations.

#### 2.2.3 New or modified courses

The relevant Academic Services Librarian should be notified well in advance of a course or module being modified or launched by the department. This will ensure that resources can be acquired in advance of a module or course start date. Departments will need to liaise with their Academic Services Librarian to ensure that library budgets can meet the financial pressures of supplying new resources for a course.

#### 2.2.4 Intellectual freedom

Library Services maintain a commitment to intellectual freedom. As such items will not be excluded or withdrawn from the collection on the basis that they are controversial or potentially offensive to some. At the same time, items within the collection do not necessarily reflect the views or opinions of the University of Greenwich, the Libraries, or the staff that work there.

## 3 Management

### 3.1 Fund structure overview

Funds for materials are provided by the University each year. The Library allocates funds for each department, setting aside an allocation for books, single journal subscriptions, and databases and journal packages. Library staff will adjust allocations to best meet the needs of each department based on the criteria above.

Some materials may be fully or partially funded by departments, but the materials and associated licences are managed by the library and are treated as part of the library collections.

### 3.2 Format

#### 3.2.1 Availability and ease of access

Where possible resources should be selected for their availability and ease of access. This will prohibit out of print items being added to the collection unless explicitly agreed by the Library team. ILS are supportive of Open Access initiatives and encourage the sharing and use of openly licenced and accessible scholarly material.

### 3.2.2 Alternative sources

If Library Services are unable to provide a copy of a book, article or another appropriate resource then the following alternatives should be considered:

#### 3.2.2.1 Scanning

A copyright cleared version of an article or book chapter can be provided upon academic request, allowing for it to be uploaded to the University's virtual learning environment. This is recommended when a large number of students may need access to the same item.

#### 3.2.2.2 Document Supply

Books and journal articles not held by Library Services can be requested by University of Greenwich members through the Document Supply service. These items will be sourced from an alternative library, with the British Library considered our first point of contact.

#### 3.2.2.3 Access to other libraries

Members of the University of Greenwich may be eligible, and are encouraged, to join one of the co-operative schemes that Library Services participate in, which allows membership of other suitable libraries. This includes the Society of College, National and University Libraries (SCONUL), the M25 Consortium and other local agreements.

## 3.3 Lifecycle

### 3.3.1 Sustainability

Ongoing subscriptions to journals, databases and other resources are subject to cancellation where a significant increase in price or low usage renders it unsustainable to maintain the subscription.

### 3.3.2 Withdrawals

Withdrawals of out-dated, superseded or otherwise unusable items (eg damaged) will take place on a periodic basis to ensure the collection remains current. Items of historic or research interest will be considered for retention outside of these conditions. Items will be responsibly disposed of through a book charity or recycling service.

### 3.3.3 Format changes

The collection will be responsive to changes in format and the Library Services will look to acquire or subscribe to resources in the most cost efficient, sustainable format possible. Items may be considered for withdrawal where the format is no longer supported by existing technologies.

## 3.4 Cross-campus collections

Acquisition decisions are made with an awareness of the availability of items at other University campus libraries. Therefore University of Greenwich staff and students are expected to utilise the reservation service to access material across the three libraries available. Specific collections may be subject to relocation dependent on usage, demand and changes to departmental teaching.

## 3.5 Donations

Library Services are unable to accept donations which are given with the intention that they should be added to the collection. We periodically accept donations where agreed in advance on the basis that the library will dispose of them according to our withdrawal processes.

## 4 Policy governance

The Head of Library Services has overarching responsibility for this policy. This policy will be subject to review on an annual basis. Next date of review will be July 2019.