



Queen Margaret University

EDINBURGH

LIBRARY

COLLECTION MANAGEMENT POLICY

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Introduction

This document provides guidelines for the management and maintenance of the Library's collection of information resources. It reflects the priorities of Queen Margaret University (QMU) as expressed in the Strategic Plan and derives from the Library's Operational Plan the following goals which were set in support of the academic and research strategies of the institution:

- providing appropriate learning resources accessible from on and off campus
- developing and supporting independent learning
- engaging actively in new course development
- supporting research within the institution

The purpose of the Collection Management Policy is to ensure the stock is "fit for purpose", responsive to the changing needs of the institution, and that it is managed to ensure its relevance and accessibility.

1. Principles of the Collection Management Policy

1.1. Management

- The responsibility for managing the collections and determining priorities rests with the Library in consultation with academic colleagues.
- Collections should be flexible and responsive, and informed by and prioritised according to QMU's current and projected teaching and research interests.
- The Library's collection management will be focussed on users and user needs, not on the collection *per se*, and the Library must ensure collections retain relevance to changing user needs.

1.2. Format

- The Library is committed to improving information access by making as many resources as possible available digitally, and by offering gateways to electronic information held locally, nationally or internationally
- Printed information resources are likely to remain important to students and staff for the foreseeable future and the library will continue to manage both print and electronic formats as they remain appropriate to learning, teaching and research – but with the emphasis on electronic formats where possible and appropriate.
- The library recognises the need to develop an audio-visual collection, primarily to support learning and teaching. The collection will include both off-air and commercial resources.

1.3. Access

- The Library seeks to provide and develop easy access to information resources for staff and students and to ensure that such access meets all accessibility legislation.

1.4. Consultation

- Library staff will consult with academic colleagues on the provision of information resources and on the withdrawal and disposal of items as appropriate.
- Academic colleagues have a responsibility to discuss resource needs for new programmes and modules with Liaison Librarians (see [Contacts](#) for details) to inform Statements of Intent.

1.5. Coverage

- The Library does not aim to cover all areas of knowledge but it does aim to reflect QMU's current learning and teaching portfolios. The Library collection will also support subject areas identified as significant areas of research, especially those reflecting the unique academic research strengths of Queen Margaret University.

2. Scope of the Collection Management Policy

The Collection Management Policy covers published materials in all formats held physically in the Library and the provision of e-resources and access to them, both on and offsite.

In its widest sense, it encompasses the following:

- Budget allocation and spending priorities
- Selection and acquisition of resources
- Stock maintenance and editing, including withdrawals, relegation and disposal
- Changing user needs and demands
- Appropriateness – format; level; language; cost.

3. Budget allocation and spending priorities

3.1. Annual book fund allocation to Faculties and Schools

The library management team allocates the book budget in a way that offers the best and most equitable distribution of resources.

3.2. Journals and standing orders budget

This budget covers the purchase of journals, both print and electronic, databases, e-books on subscription and standing orders. Our collection of print journals and electronic resources is reviewed annually to ensure that the collection continues to be relevant to the teaching and research needs of QMU.

4. Providing access to information resources

4.1. Stock selection and acquisition

Selection is carried out in partnership with academic staff, with reference to reading lists, newly published material and on the basis of a knowledge of the existing stock. Library staff are able to complement the subject knowledge of teaching staff through awareness of what is being published, web based resources, bibliographical knowledge and experience of Library use of materials.

In addition it is recognised that library staff select materials, especially for the general collections, which are not necessarily required for current teaching and research but which users of a well-found library supporting a wide range of subjects, can expect to find on the shelves or access online.

4.2. Stock selection criteria

Liaison Librarians will consider the following criteria when selecting material:

- Relevance to the learning, teaching and research activities of the University
- Comprehensiveness, academic level and depth of treatment
- Currency
- Cost
- Uniqueness and exemplary value of an item
- Its availability as a digital asset, where appropriate. Where an e-resource is preferred, the Library aims to ensure long-term availability according to need.

4.3. Ordering procedures and timescales

To allow time for new items to be acquired and processed, it is essential that Library staff receive new orders and reading lists well in advance. At least one copy of every text listed on a reading list for taught programmes of study should be purchased for library stock.

New items (other than journals) required for course reading or teaching purposes should, where possible, be ordered at least 8 weeks before they need to be available to readers. Money cannot be carried over from one year to the next; any items not received by July 31st will have to be paid for from the forthcoming year's allocation, therefore all orders should be placed several weeks in advance of this to allow adequate time for delivery before the financial year end. There will be a cut-off point in the academic year whereby funds not committed will be reallocated. Working closely with the Liaison Librarians is essential to ensure a timely addition of essential material to stock.

Library policy is to purchase an e-book where possible and appropriate. A paperback version will be purchased in preference to hardback.

It is possible for the Library to obtain out of print items but it is difficult and can be a lengthy and expensive process. The library cannot guarantee to obtain out of print material.

Library management reviews requests for any book material costing over £300.

When ordering new journals library preference is to order complete volumes and is dependent on funds being available in that financial year. Subscriptions will include electronic access wherever possible..

4.4. Multiple copies

Liaison Librarians in consultation with academic staff will take the likely demand for a title into account when ordering.

As a general guideline, the Library would be expected to hold the following:

- **Essential or key texts** identified by the academic community as those texts which students should where possible buy for themselves.

It is understood by School Management, academic staff and students that the library **can not** provide copies of items for every student, or indeed what would amount to a class set of text books but that essential texts should be available in the library. **Multiple copies** of items, identified as essential or key texts, will be purchased to a usual **maximum of ten copies**. If the book is available as an e-book then at least **one** of the copies will be purchased electronically, and the others made available as hard-copy.

Student numbers on a particular course may influence how many multiple copies are purchased. Liaison Librarians will liaise with academic staff when making decisions about the number of copies they will buy of a particular title. Library staff will also consider the possible use of Short-loan periods to increase the availability of an item.

- **Recommended reading, general interest or background reading:** where appropriate the library will endeavour to buy one copy of any item on a student's reading list.

4.5. Loan categories

The management of resources through the manipulation of loan periods can enhance the circulation of resources to meet increased demand. To be effective this is dependent on the library having anticipated usage / demand patterns of resources in good time. The loan status is then determined by Academic staff in consultation with Liaison Librarians in order to provide the optimum availability of items for users.

- **21-day loan** is the standard loan category. All books will automatically be allocated the 21-day loan collection unless otherwise directed by Liaison Librarians or Academic staff.
- **7-day loan** is a permanent collection of items that are circulated on a weekly basis and are particularly useful for part-time students.
- **1-day loan** is only used for AV materials.
- **Reference** is only used for permanent reference materials, which cannot leave the Library.
- **The Short Loan Collection** is used to increase the availability of items in heavy demand. Resources can be put into the Short Loan Collection temporarily or permanently. Academic staff are asked to advise the Library of items which fall into this category. Within the Short Loan Collection the following loan period applies:
 - **4-hour Loan.** This category is used for the most heavily used items in our collection.
 - **Reserve.** This collection is most suited to part-time or short courses, where access to the item in the library is required at all times. It is only used on rare occasions, and a note would be made with the User Services Team as to when the item can be returned to loan status.

4.6. Copyright cleared electronic journal articles and book chapters

The CLA Trial Scanning Service has been running at QMU now since August 2006. Over 200 items have been scanned to date (March 2007) and uploaded into Academic Staff Web CT Modules.

An off-print collection is being piloted in the 07/08 academic year to provide access to material not covered by the terms of the CLA Trial Scanning Licence.

For further information on either service please contact Nik Hussin by email at NHussin@qmu.ac.uk or by phone on ext 4363.

5. Electronic resources (including e-journals, e-books, databases, datasets)

The Library provides a hybrid library service consisting of a combination of print and electronic resources. The library will aim increasingly to provide access to information resources electronically, while recognising that print material will continue to be important to some subject areas..

5.1. Journals: print and electronic

The library is committed to optimising provision by making information available to users electronically wherever possible. Electronic journals are available via a variety of purchase models all of which will be considered when purchasing new content.

6.3 Electronic Books

The library is committed to optimising provision by making information available to users electronically wherever possible. This includes the provision of books in an electronic format wherever possible and appropriate. E-books are available across a wide variety of formats and platforms and will be purchased on the basis of optimum access, functionality and cost-effective use of its resources.

6.4 Institutional Repository

The Library will develop an Open Access Institutional Repository (eResearch) for the storage and dissemination of research material produced by QMU academic staff. There will be a similar repository (eTheses) for PhD, MSc theses and undergraduate dissertations.

6. Audio Visual Collection

The Library will develop an audio-visual collection including off-air recordings as well as DVDs to meet the teaching and research requirements of the institution.

7. Other materials.

7.1. Exam papers

The library provides online access to past exam papers via the library website.

7.2. Theses

See 6.4 above..

8. Donations

8.1. Donations of books

QMU welcomes donations of books if they enhance existing collections and support the key teaching, learning and research programmes of the University.

Collections deserving special consideration because of their uniqueness, importance or value may also be welcome additions to the library.

The Library reserves the right to accept or reject donations. Donations are accepted with the understanding that once received they are owned by the University. The library reserves the right to determine the management of such resources in the most appropriate manner. Duplicate or unwanted materials may be sold in the library book sale. Income from the book sale is used to purchase items to enhance the library's collections or services.

8.2. Donations of journals

Whilst the Library is pleased to receive donations which add to the strength and depth of the collection, the donation of journals is more problematic than other types of material. Potential donors should contact the Technical Services Managerⁱ in the first instance and each donation will be examined on an individual basis.

9. QMU Library Archive

The LRC houses an archive which charts the history of the University. At present the archive comprises of written records objects and photographs. The LRC welcomes donations and additions to the archive which will be assessed for their potential value to the archive as a whole. The LRC reserves the right to dispose of anything donated to the archive which does not meet the criteria for addition.

10. Stock review and editing

The library maintains an active stock reviewing procedure. Older editions of books and out of date texts are constantly being reviewed in conjunction with academic staff.

10.1. *Withdrawal of stock*

Withdrawal of stock will be dependent on a range of factors such as for example: the different approaches to learning, teaching and research adopted by Humanities as opposed to the Sciences; the pressures of space; the availability of equivalent resources either electronically or at other higher education institutions nearby; the nature and uniqueness of the items etc.

10.2. *Criteria for withdrawal of stock*

- Superseded editions and out-of-date works
- Works no longer relevant to courses run at QMU
- Excess duplicates
- Worn out materials
- Obsolete materials
- Items more than 20 years old which have not been used in the last five years
- Back runs of journals to which QMUC has not subscribed for more than five years
- Printed abstracts and indexes where there are electronic alternatives
- Items which use language or imagery which is considered to be offensive.

10.3. *Disposal of withdrawn stock*

The library will dispose of stock as appropriate. This will include selling old stock to booksellers and students and staff to generate library income or donating items to other libraries or charities as appropriate.

10.4. *Stock maintenance*

The library will ensure that book stock is kept in good repair and will send items for binding where appropriate. Journals that are in heavy use will also be sent to binding. The library will endeavour to send them at a time that will cause the least inconvenience to users.

Contacts

<http://www.qmu.ac.uk/lb/Contacts.htm>
