



Queen Margaret University
EDINBURGH

LIBRARY SERVICES

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, both print and electronic. It reflects the priorities of Queen Margaret University and derives the following goals from the Library Services Operation Plan which are in support of the academic and research strategies of the institution:

- An excellent student experience
- A strong research culture
- A highly visible and strongly promoted portfolio.

The purpose of the Collection Management Policy is to ensure that our collections, both print and electronic, are “fit for purpose”, responsive to the changing needs of the institution and that it is managed to ensure its continued relevance and accessibility.

Contacts

Please use the link below for a full list of Library Services contacts.

<http://libguides.qmu.ac.uk/Libraryservices/contactus>

1. Principles of the Collection Management Policy

1.1 Management

The responsibility for managing the collections and determining priorities rests with Library Services in consultation with academic colleagues.

Collections should be flexible and responsive, while being informed by, and prioritised according to QMU's current and projected teaching and research interests.

The Library's collection management is focused on users and user needs, and Library Services will ensure collections retain relevance to changing user needs.

1.2 Format

Library Services are committed to improving information access by making as many resources as possible available digitally, and by offering gateways to electronic information held locally, nationally and internationally.

Print resources are likely to remain important to staff and students for the foreseeable future. Library Services will continue to manage both print and electronic formats as they remain appropriate to learning, teaching and research, but with an emphasis on electronic formats where possible and appropriate.

1.3 Access

Library Services seek to provide and develop easy access to information resources for staff and students and to ensure, that such access meets accessibility legislation.

1.4 Consultation

Library Services staff will consult with the wider QMU community 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 the Liaison Librarian for their subject area (see [Contacts](#) for details). Module descriptors and reading list requirements should be sent to the relevant Liaison Librarian as soon as possible to enable timely inclusion of material in [Resource Lists](#).

1.5 Coverage

The Library collection aims 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 and the provision of, and access to electronic resources both on and off campus.

In its widest sense, the policy encompasses the following:

- Budget allocation and spending priorities,
- Selection and acquisition of resources,
- Compliance with licence terms of electronic resources,
- Stock maintenance, 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 Schools

The Library Management Team allocates the book budget in a way that offers the most equitable distribution of resources. This is reviewed annually in line with changing priorities in teaching, learning, research and any changes to the academic portfolio. The book fund is used to purchase print and e-books on a single title basis. Please see below for collection purchasing.

3.2 Journals and databases

The journals and databases fund covers the purchase of individual journal titles, journal collections, e.g. the collections from the Scottish Higher Education Digital Library, and databases, including full text collections, Abstracting and Indexing databases and other formats.

The collection is reviewed annually to ensure that it remains relevant to the teaching and research needs of the institution.

3.3 E-book collections

Library Services also purchases subject-specific and large multi-subject e-book collections.

4. Book purchasing

4.1 Stock selection and acquisition

Selection is carried out by the Liaison Librarian team in consultation with academic staff, with reference to reading lists, newly published material and knowledge of the existing stock. Library Services staff complement the subject knowledge of teaching and research staff through awareness of new publications, web-based resources, bibliographical knowledge and experience of Library use of materials. In addition,

Library Services staff may select materials of general interest to be added to stock.

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 of content
- Cost
- Its availability as a digital asset and purchase model, where appropriate. Where an e-resource is preferred, the Library aims to ensure long-term availability according to need.

4.3 Book ordering procedures and timescales

To allow time for acquisition and processing, it is essential that Library staff receive new orders and resource lists well in advance of the start of session or start of a module.

In the case of taught programmes, at least one copy of every text listed on a resource list should be purchased for library stock, whether core text or recommended reading. 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.

Working closely with the Liaison Librarians is essential to ensure a timely addition of essential material to stock, as budgets cannot be carried over from one financial year to the next. Any items on order but not received by 31 July will be paid for from the forthcoming year's allocation. All orders should therefore 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 in the academic year at which point funds not committed will be reallocated.

Library Services policy is to purchase an e-book where possible and appropriate (see also 4.4. below). In the case of print book stock, a paperback version will be purchased in preference to hardback.

It is possible for Library Services to purchase out of print material; however, this can be a lengthy process. Library Services cannot guarantee to obtain out of print material.

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 expect to hold the following:

Essential or key texts: Material identified by the academic community as those texts

which students should, where possible, buy for themselves.

Library Services **cannot** purchase copies of items for every student on a course of study, nor a “class set” of textbooks. However, copies of essential texts will be available in the Library. Multiple copies of items identified as “essential” or “core” texts will be purchased to a **maximum** of 10 copies.

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 use of loan periods e.g. 7-day or 21-day loans, to increase the availability of items.

If a book is available electronically then at least one of the copies will be purchased as an e-book and the others made available as hard copies.

Recommended reading or background reading: Where appropriate Library Services will buy one copy of every item on a reading list and make available via the Library’s resource list service.

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. Academic staff, in consultation with Liaison Librarians, determine the loan status in order to provide the optimum availability of items for users.

- **21-day loan** is the standard loan category. All books are automatically allocated the 21-day loan status unless otherwise directed by Liaison Librarians or academic staff.
- **7-day loan** items are circulated on a weekly basis. Multiple copies of books may be purchased as a mixture of 21-day and 7-day items.
- **Reference status** is only used for permanent reference materials, which cannot leave the Library.

4.6 Copyright cleared electronic journal articles and book chapters

Library Services are able to provide digital copies of copyrighted material for staff and students under the terms of the Copyright licensing Agency (CLA) photocopying and Scanning Licence. Access to these digital copies is via the subject resource lists and module areas in the Hub.

For further information please contact the Library Services Scanning Service by email at CLAScanning@gmu.ac.uk

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

Library Services provides a hybrid library collection comprising both print and electronic resources. While current print journals are no longer purchased, back issues are available onsite in the rolling stack.

In common with all other Scottish HEIs, QMU is a member of a purchasing consortium. This group contracts the supply of e-journals, print books, e-books and other types of material to all Scottish HE and FE institutions. In addition, QMU is a member of the Scottish Higher Education Digital Library (SHEDL), an award winning collaborative purchasing group which seeks to equalise access to electronic journals and e-books across Scottish higher education.

5.1 Journals

Library Services are committed to optimising resource 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.

5.2 Electronic books (e-books)

Library Services are committed to optimising provision by making information available to users digitally wherever possible. This includes the provision of books in a digital format wherever possible and appropriate. E-books are available across a wide variety of platforms and will be purchased on the basis of optimum access, functionality and cost-effective use of budget. It should be noted that ebook costs range from the very affordable to the extortionately expensive.

5.3 Institutional repository

The QMU repository service covers three format types:

1. Published research outputs e.g. journal articles, book chapters and conference papers
2. PhD, Masters theses and selected undergraduate final year dissertations
3. Research data associated with research outputs

5.4 Exam papers

Library Services aims to provide online access to past exam papers where available via the library website.

6. Donations

Library Services welcomes donations of books if they enhance existing collections and support the key teaching, learning and research programmes of the University. Donations are accepted on the understanding that, once received, they are owned by the University.

Collections deserving special consideration because of their uniqueness, importance

or value may also be welcome additions to the Library.

Library Services 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 or recycled to various book charities.

Income from book sales or recycling will be used to purchase items to enhance Library collections or services.

7. Stock review

Library Services maintains an active stock review procedure. Older editions and out of date texts are regularly reviewed in conjunction with academic staff. This process is particularly important in Health Sciences to maintain currency of material.

7.1 Withdrawal of stock

Withdrawal of stock will be dependent on a range of factors including the different approaches to learning, teaching and research adopted by Humanities as opposed to the Sciences, the pressures of space and availability of equivalent resources.

7.2 Criteria for withdrawal of stock

- Superseded additions and out of date works,
- Works no longer relevant to courses run at QMU,
- Excess multiple copies,
- Worn out materials, although such materials may be replaced if required,
- Items more than 20 years old, which have not been used for more than 5 years.
- Adherence to the SCURL Last Scottish Copy Policy will be maintained in the event of withdrawal of stock.

7.3 Disposal of withdrawn stock

Library Services will dispose of withdrawn stock as appropriate, for example in book sales within the institution or donation to book charities.

7.4 Stock maintenance

The library will ensure that book stock is kept in good repair, and purchase replacement copies if necessary, for example to replace worn out materials or lost items.

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Where possible (due to cost and the existence of digital versions), Library Services will purchase e-book versions of print resources identified as essential or recommended reading on Resource Lists.

Library Services ask all module leaders to provide information in Resource Lists about whether texts are essential, recommended or background reading to enable prioritisation of acquisitions. Module leads are also requested to provide information about key chapters of print resources that may be digitised to enable access – information should be sent to CLAScanning@gmu.ac.uk