

## **Hull College Group Libraries**

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This statement of the Library's collection development policy covers all the college libraries. It provides the framework for overall collection development but policies may be developed to cover particular collections, subjects, sites and processes within the Library system.

### **Purpose and objectives of the Library's collections**

The primary purpose of the collections of Hull College Libraries is to serve the staff and students of the College and, as far as resources permit, to meet their needs for teaching, study and research. Although it is not part of our primary purpose to develop special collections we seek to, where resources allow, make our collections available to support wider academic research. We seek to co-operate both within the college and with other organisations to provide and promote maximal use of our collections and to provide the widest possible collection of resources to our staff and students.

### **Definition of Library collections**

The Library's collections comprise

- printed material, including books, pamphlets, journals (or periodicals), newspapers, maps, ephemera;
- photocopies acquired under licence or with the permission of copyright owners;
- sound and video recordings and multimedia presentations, including copies made under licence;
- electronic data held remotely as well as locally, and accessible under licence by users of the Library

The Library's collections complement other resources held within the College.

### **Selection**

Material for the Library's collections, which support the College's teaching and research, is recommended either by academic staff themselves or by Library staff. Materials are shelved either as open-shelf general collections or as Available on Request collections for items of exceptional rarity, value or vulnerability. Some older or less well-used material is stored in closed stacks to allow more free space in the main libraries.

The Library expects to acquire all materials required for the support of current and anticipated taught courses run by the college. The Library also aims to provide more general material to support individual research and wider interests where resources allow. Library staff select materials, especially for the general collections, which are not necessarily required for current teaching but which users of a well-run library, which supports a wide range of subjects, can expect to find on the shelves.

## **Acquisition**

All materials are acquired within the framework of the Collections policy. Library materials will be purchased through arrangements delivering reliability and best value. Acquisitions come into the Library by one of two routes:

## **Purchase**

Items are purchased from the budget allocated to the Library by the College and sub-allocated for different purposes and subject areas by the Librarian. The book budget is divided between subject areas on the basis of student numbers but the Library reserves the right to use its budget flexibly as required. All material purchased by and for the Library becomes the property of Hull College Libraries. Items will be considered for purchase in the light of criteria such as:

- relevance to the actual or potential needs of taught courses within the college
- scope and content
- the depth of the existing collection in the subject
- local availability of the same or similar resources
- quality
- currency and timeliness
- price

The costs, including licensing and networking, of electronic data accessed or held by the Library, are paid for on the same basis, and from the same funds, as purchased books or journal subscriptions. A set budget will be established for subscriptions each year. All e-resources purchased must be accessible to all users via the college network. Factors taken into account when selecting e-resources will include: the cost; the breadth of subjects covered; the length of the commitment and the ease of access. Preference will be given to resources available through national agreements for example JISC, CHEST. We will try to balance subscriptions across subject areas with preference being given to generic resources that support more than one subject. The Library seeks to take full advantage of the benefits of consortial agreements for the purchase of hard-copy and electronic publications where possible, and to negotiate discounts from other suppliers wherever possible.

## **Donation (Gift)**

The Library is normally pleased to accept relevant donations of books or other resources from individuals or organisations. Donations become the property of the College and it should be made clear to those donating material that the Library reserves the right to relocate or dispose of that material as it deems appropriate.

## **Guidelines for library requests**

The following are guidelines we usually follow in order to make the most effective use of our budget to the benefit of our users:

- We will normally divide the budget annually on the basis of student FTEs. This will be unaffected by the amounts spent in the previous year.
- We will normally buy one copy of a title for every 5 or 6 students studying on a course covering the related area.
- If we buy 5 or more copies of a title, one will normally be kept as a reference copy
- Materials bought for the library can usually be borrowed by any library user.
- Any item can be put on reference or on a shorter loan period if requested.
- We will not usually buy teaching materials e.g. tutors guides, photocopiable resources, whose primary purpose is to be used when teaching a specific course or subject. Materials bought from the library budget are library property and will not usually be housed outside the library.

- We will not normally spend more than £250 on an individual resource which is vulnerable to loss or damage.
- Where possible, all new subscriptions should replace an existing subscription of equivalent cost that is no longer needed.
- We will not purchase subscriptions to online resources that are accessed by the distribution of a limited number of individual usernames and passwords
- We do not have the ability to network CD-ROMs and material on CD-ROM will be loaned to students for home use.

### **Documentation of collections**

Every item in the Library's collections should be recorded online in a publicly-accessible catalogue either as an individual record or as one of a collection covered by a collection-level record.

### **Cataloguing**

All items for which an order to purchase has been sent, and all items newly-acquired by the Library by other means, are entered on the online public-access catalogue at the earliest stage possible. Records are updated and amended as the status of the item in the Library changes. Items known to be needed urgently are made ready for use as high priority. Electronic data held remotely and accessible under license by users of the Library are normally entered on the catalogue and listed on the Library's Web site. Donations accepted for addition to the general and teaching collections are dealt with on the same basis as purchases.

### **Publicity**

Publicity for the Library's collections is given by

- the maintenance of a publicly-available online catalogue
- information given on the Library's Web site
- the production of printed guides and other publications;
- inclusion of information about the Library in directories of libraries and information resources;
- inclusion of information about library services in College publicity materials.

### **Location, access and arrangement**

#### **Location**

The Library's collections are normally located where they can best be used by the greatest concentrations of users. Subject to their security and vulnerability, and to the availability of space to house them, items may be moved between locations if required by changes either in the patterns of their use or in their rarity, vulnerability or extreme value.

#### **Access**

The Library tries to provide maximal access to its collections. Hull College Libraries maintain collections on all the main college sites. Access to these sites is provided for as long as resources permit. Wherever possible, access to electronic resources is provided across networks to make them accessible from many locations.

The Library seeks to enable users to gain access to its collections for themselves wherever possible, without the need for intervention by Library staff. Assistance in accessing all collections, especially electronic resources, is available for all students and staff. Subject to their security and vulnerability and the space available, collections are housed on open access wherever possible.

The Library lends most of its material to individual registered borrowers. All loans are provided subject to the vulnerability of individual items; loans of vulnerable items and material in high local demand may be offered for a limited timescale. Books located in the general collections are normally available for one or two week loan. Journals are not normally available for loan. Material known to be in high demand for courses may be transferred to an overnight loan period. Materials not available for loan are shelved in the main collection and are labelled as Reference copies.

### **Classification**

The main collections are arranged according to the Dewey Decimal Classification scheme. Local classification schemes may be used for particular types of item or subject areas.

### **Shelving and display**

Subject to the needs for their security, vulnerability and preservation, the Library's stock is shelved on open access wherever possible. Users are encouraged to select and fetch material for themselves without the need for intervention by Library staff. Constraints of buildings and space make fully direct access to all shelves by all users impossible. Library staff gladly provide assistance on request to users who are not able to access items on open shelves for themselves. The Library provides guidance to what material is held on which shelves by means of local signage and floor-plans, and by printed and electronic guides to collections. Library staff will gladly assist users to find materials on request.

### **Maintenance and preservation**

#### **Binding**

Volumes will be considered for binding if this is justified by the level of usage and it is not possible to buy a replacement copy.

#### **Repair and preservation**

Within the resources available, material in the Library's collections is maintained in a usable state. Where items are no longer in a suitable condition they will be repaired or replaced where possible.

#### **Stocktaking**

Systematic and regular stocktaking is undertaken on all Library sites. Library staff involved in shelving and shelf-tidying are trained to identify volumes shelved in wrong places and to return them to their correct places.

### **Replacement, retention, relegation, withdrawal and disposal**

#### **Replacement**

Items reported to Library service points as missing will be searched for by Library staff as time permits. Those not found after several weeks are designated as lost in the online catalogue. Items known to be destroyed or otherwise lost are withdrawn from the catalogue and considered for possible replacement.

#### **Retention and weeding**

The main collection at all sites will be routinely weeded to create space for new material. Where possible this will be carried out in consultation with academic staff. Unused duplicate copies and old editions of textbooks will be regularly removed unless they have been identified to the library as still required. This weeding is necessary due to the

limited shelf-capacity of all our site libraries. Proposed cancellations of journals will be based on a survey of the journal's usage and be carried out in consultation with academic staff. Space constraints in the libraries may require that some stock is relocated to another site or to closed access storage area. Catalogue records should be amended as appropriate. Access to closed access stock is normally by arrangement with the library staff.

### **Withdrawal**

Items no longer required for teaching are withdrawn from the collections, their records deleted from the catalogue, and bookplates, Library stamps and other marks of ownership in the volumes themselves cancelled with an official stamp.

### **Disposal**

Volumes withdrawn from stock and unwanted donations are disposed of for the benefit of the Library. Disposal includes donation to a department, sale to individual staff and students, sale through the book trade, gift to other scholarly institutions or, ultimately, waste disposal.