Edge Hill
University

Library and Learning Services

Collection Development & Management Policy

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Purpose

This Policy is a statement on the general principles and approach that underpin the provision of information resources at Edge Hill University. Our collections inspire and enable high quality teaching and research across the institution to support the University Mission of, "Creating and harnessing knowledge to deliver opportunity". Library and Learning Services encompasses a diverse and complementary range of services, all of which are designed to enhance learning and research wherever it occurs.

Introduction

The proliferation of digital information continues to present libraries with new opportunities and challenges for procuring and providing access to scholarly content. Students and researchers have increasingly high expectations for rapid, seamless access to the resources they need, and recent global events have highlighted the importance of further developing and enhancing our digital collections whilst continuing to demonstrate value for money and return on investment.

Alongside the more traditional print resources, Library and Learning Services now manage a broad and diverse range of formats which have expanded in recent years to include video streaming services, web-based apps, datasets, and other audio-visual content. The total cost of providing access to these resources is in excess of £1.2 million annually. To manage these resources effectively, the service requires a well formulated Collection Development & Management Policy that provides a framework in which decisions about purchasing can be made.

Scope

- This Policy applies to the libraries managed by Library and Learning Services: The Catalyst, Ormskirk and St James Library, Manchester
- It includes provision for teaching taking place at Edge Hill bases located at Aintree University Hospital and Alder Hey Children's Hospital where physical library sites are not located
- It excludes the Edge Hill University Archive and Special Collections which are covered under a separate policy

Guiding principles

The Policy is underpinned by the following guiding principles. We will:

	Pursue a "digital first" approach, where availability and cost permit
	Proactively seek feedback about our collections from our community
	Commit to developing diverse, accessible, and inclusive collections
	Embrace innovation and be prepared to take risks
	Support the principles of Open Access
	Develop and manage our collections responsibly and sustainably
	Collaborate with other institutions, regionally and nationally, to increase and improve access to resources
	Take an evidence-based approach to collection development and management
	Protect intellectual freedom

Governance and funding

The Library and Learning Services resources budget is allocated centrally and is reviewed and set annually. A proportion of this is allocated to book purchasing which is driven predominantly by the demand of course reading lists. The remaining funds are allocated to the purchase of subscription resources. Library and Learning Services maintains an overview of journal and electronic databases for all subject areas to ensure that appropriate provision is offered within budgetary limits.

Library and Learning Services operates a Resource Strategy Group which has oversight for collection development and management activity. The group meets quarterly and includes representatives from across the service.

Formats

In recent years, user expectations have shifted increasingly towards electronic access and we are committed to providing access to a range of formats that can meet student and researcher needs. Journal access is now almost wholly online and the shift to digital for books has also accelerated, particularly in response to recent global events. Library and

Learning Services adopts a digital first approach because of the enhanced benefits that digital access brings. We continue to recognise the important role that print material plays in supporting students, especially for textbook material where the cost of electronic access can be prohibitive.

Open Access

The Open Access movement has gained considerable momentum, leading to the emergence of new publishing models. These changes are challenging the ways in which libraries have traditionally purchased content and are shifting the library's role as keeper or owner of content to a facilitator of access. It is no longer just about what we buy but increasingly the delivery and format of that content and how we make it discoverable, accessible, and financially sustainable for the future. In line with the Edge Hill Open Access Policy, Library and Learning Services believes there are significant benefits to providing access that is unrestricted by payment or subscription, including greater visibility and the potential for research outputs to have greater impact.

Selection of resources

1. The selection of information resources is the shared responsibility of academic staff and Library and Learning Services and we work in partnership to ensure that collections are proactively developed to support current teaching and research activity. The final decision for spending sits with Library and Learning Services.

2. Academic staff are encouraged to consult with their Academic Engagement Specialist to ensure that purchasing via the reading list system is appropriate to course content and cohort size.

3. We will determine the most suitable format for purchase, taking into consideration the cost, supplier availability, value for money, and our "digital first" policy.

4. Requests for new subscription resources should be discussed with the relevant Academic Engagement Specialist in the first instance. Priority will be given to resources that support teaching. We are unable to purchase material for the use of an individual researcher.

5. If the budget is fully committed, then a new subscription would normally need to be funded by cancelling an existing subscription of equivalent cost.

6. The decision on whether to purchase a new subscription will be made by the Resource Strategy Group who will take a view of all requests to ensure they remain appropriate to the teaching, learning, and research interests of the University, and to ensure best value is obtained from the budget.

7. To enhance the library collection Library and Learning Services offers a combined Inter Library Loan and book request service called "You Want It, We Get It" which allows students and staff to request items that are not held in the collection.

Acquisition of resources

1. We utilise a range of purchasing models including subscription, one-off purchase, Demand-Driven Acquisition (DDA), and Evidence-Based Acquisition(EBA) to provide access to resources and obtain the best value for money. Increasingly we may opt for a "just in time" rather than a "just in case" method of acquisition, purchasing resources at the point which they are needed.

2. We participate in national and regional purchasing consortia such as Jisc and North Western Universities Purchasing Consortium (NWUPC) to ensure the most competitive pricing and favourable licence conditions for the purchase of resources. We will give preference to consortia suppliers wherever possible.

3. We support the principles of Open Scholarship and endeavour to identify and facilitate access to freely available resources. Our subscriptions may also provide enhanced publishing options for researchers, including a route to fee-free 'gold' open access.

4. We offer a Digitisation Service which enables us to provide digital scans of book chapters and journal articles on reading lists that are not available electronically under the CLA Higher Education Licence.

5. We are committed to providing equal access to our collections to all students and staff, including students with disabilities. Learning Services will prioritise the purchase of materials that meet government accessibility standards.

6. Donations must be relevant to current course needs, in good physical condition and not already in the collection in another format. Journals will not be accepted. We retain the right to dispose of any donations under the guidelines established for all stock.

7. Our collections have evolved to include 'inside out' collections which are research outputs of the University. For example, we manage research outputs in Pure (making these open access where possible) and maintain Figshare, which provides a showcase for non-typical research outputs and provides a Digital Object Identifier (DOI) to make them discoverable.

Collection management

1. Subscription resources are subject to a continual process of annual review. We review available usage data and feedback from faculty staff to ensure ongoing relevance and value for money. We may periodically share usage data with departments, for example in the form of annual review reports. Low usage may lead to cancellation or a resource being put "at risk".

2. We utilise a range of electronic resource management systems and services aimed at optimising and enhancing discovery of and access to our collections.

3. To ensure that print book stock remains relevant to current course needs print stock will be reviewed over a 5-10 year cycle and evaluated against an agreed set of criteria. Stock that no longer meets these requirements will be withdrawn.

4. Print journals will only be retained where no electronic version exists. If an electronic subscription is available, corresponding copies of a print title will usually be withdrawn.

5. We repair printed stock where the item is not superseded by a later edition, not available electronically and still relevant to course needs.

6. Withdrawn stock will be disposed of using specialist companies, with consideration for the environment.

Access

Library and Learning Services aim to provide equal access to all students and staff. The needs of specific groups such as distance learners, researchers, part-time learners, and FE partners are actively taken into consideration.

Library and Learning Services extends access to its resources and electronic collections by joining reciprocal schemes that allow Edge Hill staff and students walk-in access (and in some cases, borrowing rights) to other Higher Education libraries:

https://www.edgehill.ac.uk/ls/library/?tab=using-other-libraries

As part of its commitment to lifelong learning and widening participation, Learning Services provides reference access to its printed collections to a wider community during normal opening hours. Edge Hill University Alumni are encouraged to register for our alumni membership scheme, which offers access to a range of electronic and print resources.

http://www.edgehill.ac.uk/ls/library/visitors/
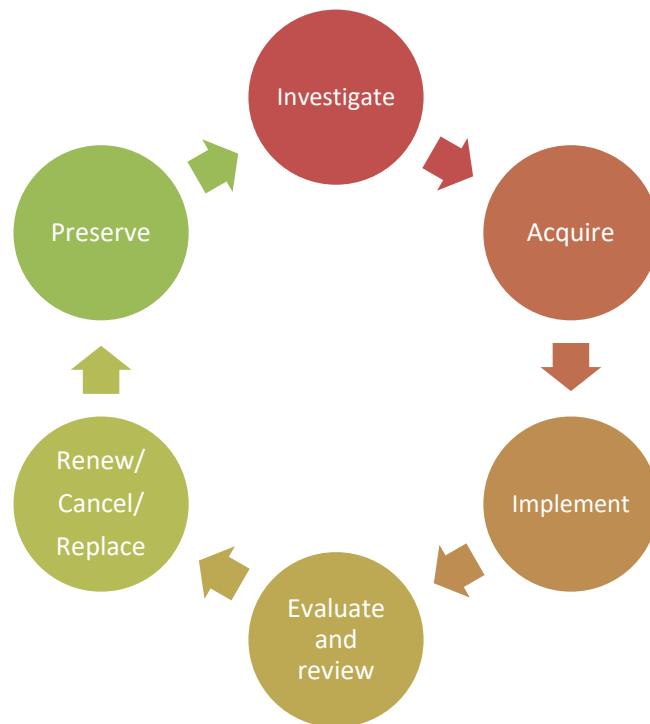http://www.edgehill.ac.uk/ls/library/alumni/

Policy Review

To ensure that the library collections continue to meet curriculum needs and the changing information landscape, Library and Learning Services will review this Policy annually.

Appendices – process charts

A. E-resources life cycle

Adapted from TERMS 2.0: https://library.hud.ac.uk/archive/projects/terms/ Accessed 21/05/21

B. 'Inside out' collections timeline