

Information Services Collection Management Policy

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1 Introduction

This policy document provides a framework for the maintenance and management of the collections of resources under the control of Information Services at Aberystwyth University. It is intended to clarify collection policy for library users, and to provide practical guidance to Information Resources staff. The policy is also intended to be flexible and is subject to regular review.

The policy takes as its guide the Information Services Strategic Plan 2009-2013 and the strategic objectives of:

- Promoting excellence
- Enhancing the learning experience
- Supporting research
- Facilitating good governance
- Developing the right spaces, people and processes

The aims of this policy are:

- to enable consistency and continuity in selecting and deselecting material for the libraries
- to assist in the planning of collection growth and efficient use of space
- to inform users of the basis of collection decisions
- to exploit and promote the use of the collections
- to enable efficient access to the collections
- to generate discussion and assessment of collections, so that subject-specific collection policies can be developed

2 Budget

The majority of the core Library Resources budget is allocated to departments for spending on physical and electronic resources to meet their specific subject needs. The allocation is split between recurrent and non-recurrent funds. Recurrent funding allocations are determined by historical spend on existing commitments plus inflation. Non recurrent funding allocations are determined by a formula which takes into account staff and student numbers, average cost of materials, historical spending patterns and since 2009 results of the latest REA exercise.

A General fund is top sliced from the core budget and used for ongoing commitments to multi-disciplinary resources, reference materials, newspapers and abstracting and indexing services.

An Electronic Resources fund is also top sliced and used for multi-disciplinary databases and multi-disciplinary e-journal package deals.

2.1 Financial Year

The financial year runs from 1st August to 31st July. Academic departments are sent monthly budget reports detailing their expenditure and commitments to date. List of titles purchased from recurrent funds are sent annually to review currency in relation to curricula.

2.2 Responsibilities:

Budget Allocation: Director of Information Services in conjunction with Library Resources Manager

Budget monitoring and reporting: Materials Acquisitions Team and Academic Services Subject Support Teams

3 Selection

Recommendations from academic staff are the main source of material selection, these can be sent direct to the Materials Acquisitions Team within Information Service (IS) via email to acqstaff@aber.ac.uk, via the link on the Voyager library catalogue at: <http://voyager.aber.ac.uk/request/> or filtered via IS Subject Support Librarians. Reading lists within ARMS (Aberystwyth Readings Management System) <http://arms.mis.aber.ac.uk/> also inform selection.

A Resources Group, consisting of members of Collections and Resources Management and Academic Services meets regularly to discuss requests for new resources specifically those which represent a recurrent commitment.

3.1 Formats

IS collects resources in print, audio-visual and electronic formats however there are several drivers to purchase in electronic format, where available, in preference to print formats.

These drivers include:

User Needs: There is an increasing amount of evidence that users prefer integrated, seamless access to electronic information, 24 hours a day, 365 days per year from anywhere in the world.

Cost: Journal publishers are increasingly moving towards a single electronic publishing format or offering price incentives to libraries switching to E only. The cost to Libraries maintaining print collections includes processing, cataloguing, shelving, repairing, and binding costs in addition to the subscription costs. Maintaining dual format subscriptions is in most cases no longer an option.

Space: IS is facing a critical shortage of space for stock, users, storage and staff. The move to electronic resources will help save space.

Technology: Developments in technology and advanced resource discovery tools along with the increase in ICT literate users ensure that electronic resources are exploited more fully

3.2 Resources selection responsibilities

Academic departments select material to support their learning, teaching and research needs. It is the responsibility of Academics to inform the library of their required and recommended reading in good time.

Where a recurrent commitment is required the library Resources Group will determine costs and in the case of electronic resources the appropriateness of the licensing conditions, technical requirements and accessibility.

Departments that spend more that 70% of their allocation on recurrent commitments will be required to cancel an existing commitment of equal value in order to take on any new commitments.

4 Acquisitions

Information Services purchases resources from several of suppliers ensuring the best value for money. The majority of material is purchased via consortia agreements with tendered suppliers.

4.1 Core and recommended reading

Core text books will be purchased as a priority and the viability of electronic versions will be investigated. If no viable electronic version of a core text is available we will purchase multiple copies depending on the number of students registered on the module. A general rule of thumb is 1

copy for every 20 students subject to available funds. If core or recommended texts are out of print we will source second hand copies.

4.2 Digitisation

Information Services can provide digitised copies of items on module reading lists, subject to copyright clearance, license restrictions and cost centre funds. For further information please see: <http://www.aber.ac.uk/en/is/library/digitisation/>

4.3 Electronic resources

As noted above there are several drivers to purchase material in electronic format nevertheless there is much to take into consideration when making the decision.

Cost: Electronic versions are subject to VAT therefore this should be added when comparing the cost to the printed versions. However there are cost implications for maintaining print issues that aren't immediately obvious such as Binding costs.

Content: Is the electronic version equivalent to the print version? Electronic versions may lack content such as advertisements, reader's letters and editorials, more importantly the quality of images and graphs may not be rendered the same. Also is the content as current as the print? How soon does the latest issue appear? Look out for embargoes on the most recent issues.

Access: Off campus access and any restrictions on the number of concurrent users should be determined. If a publisher says 'single site access' determine what this means in practice. Who is allowed access? Some publishers will allow retired staff or alumni while others don't.

Archiving and Post Cancellation access: Can access be guaranteed long term? What access rights to back issues, if any, are available if the subscription is cancelled? If access to archives is available consider the platform under which archival access is provided. A copy of back issues on CD ROM isn't a viable option.

4.4 Thesis

AU Libraries acquires PHD theses, Masters theses awarded distinctions and Welsh subject theses regardless of grade. We accept both print and electronic versions.

5 Donations

Please see: <http://www.aber.ac.uk/en/is/collections/donations/>

6 Access and arrangement

Staff and students of Aberystwyth University have access to all collections of printed material held in AU libraries and electronic collections we have purchased or to which we have a subscription.

Conditions for readership and access by non-members can be found here:

<http://www.aber.ac.uk/en/is/help/visitors/>. In the case of electronic publications conditions for access are usually set by the publisher and the licences sometimes exclude access by non AU members.

6.1 Cataloguing and classification

All new items added to AU library collections in hard copy format are catalogued on our Voyager Library management system, both hard copy and electronic collections are made available for searching via the Primo resources discovery tool: <http://primo.aber.ac.uk> .

All hard copy collections are classified according to the Library of Congress classification system. Older material or material acquired from other collections and classified under different systems will be re-classified to Library of Congress over time.

6.2 Circulation policy

Please see: <http://www.aber.ac.uk/en/is/library/borrowing/>

6.3 Document delivery

Please see: <http://www.aber.ac.uk/en/is/library/ill/>

6.4 Access and to electronic resources

Electronic resources can be accessed via Primo. Most resources are authenticated via Shibboleth unless publishers restrict access via IP address or individual passwords. In the case of access via IP address off campus access is facilitated via VPN connection. For more information please see: <http://www.aber.ac.uk/en/is/elecinfo/index.html>

6.5 Thesis

Hard copy theses are located at the library most appropriate to the subject and can be located via Primo. Theses are closed access and must be requested at library enquiry desks for use in the library only. Electronic versions either in full text or bibliographic data only are accessible via the AU Institutional Repository here: <http://cadair.aber.ac.uk/dspace/>

6.6 Exam papers

One set of exam papers, covering the previous 5 years, is provided at the library most appropriate to the subject. A complete set is retained in the external store as an archive, with holdings beginning in 1922. Exam papers are also available online here: <http://www.aber.ac.uk/en/past-papers/>

6.7 Special collections

There are a number of special collections managed by Information Services, held in the Hugh Owen, Thomas Parry, Old College and Physical Sciences' libraries. These are housed in several locations within each library, depending on subject, age, and value. They include named collections that have either been bequeathed to or purchased by the Library, or specific collections that have been formed within subject areas or themes.

The Rare Books held in the Hugh Owen and Thomas Parry libraries are a mix of old and rare material, and examples of fine printing or book production. Material deemed valuable or vulnerable, is kept in closed access storage, such as the Rare Books Room, Committee Room, or a lockable stack. Conditions within these rooms can be monitored and access is restricted. Rare books can be accessed and requested via Primo. Some catalogue records are brief but the production of full Voyager catalogue records for the rare book collections is ongoing.

Other collections are either shelved together or dispersed amongst the general collections. There are also specialist subject collections including the Celtic Collection, Official Publications, Diplomatic Documents, Statistical Collection and European Documentation Centre.

6.8 Distance Learners collection

There is a special Distance Learner collection in the Thomas Parry library. Distance Learners can borrow this material for four weeks.

6.9 Arrangement of collections

The aim is to keep as much material as possible on open access. Material deemed particularly valuable, or vulnerable to damage or loss, is kept on closed access. Shortage of shelf space also requires that some material be held both in internal stores at the site libraries and an external store. Items on closed access can still be browsed and requested via Primo and an External Store retrieval service is provided daily in term time.

7 Maintenance and Review

Preservation and stock taking of AU collections is ongoing. We operate an internal specialist repair service, which ensures that damaged stock is repaired quickly and efficiently and returned to stock. Only material worth repairing and capable of being done internally within a reasonable period of time is issued to "In-house repair."

7.1 Criteria for repair

- Quick repair – e.g. odd loose page – repaired internally.
- Priority repair – restricted loans and items with a reader waiting are repaired internally.
Note: A restricted loan item due for replacement will have minor repairs if possible and be returned to stock until the replacement arrives. Alternatively if a standard loan of the same item is available, it will be changed to restricted loan, and the damaged item passed for repair or withdrawal.

- Replace – the title is in print and can be obtained quickly. Items under a set financial limit and in constant use are reordered. Items over the financial limit are replaced in consultation with the subject librarian. The damaged copy is retained until the replacement arrives.
- Withdraw without replacement – the item is badly damaged and there are sufficient other copies in stock. The subject librarian is consulted.

7.2 Stocktaking

Stocktaking is carried out regularly via two methods which serve different purposes.

Method 1. Using laptops loaded with a stacks management programme the process determines the accuracy of the bibliographic records in the Voyager catalogue which in some cases can cause misshelving of books, it will also highlight any missing items but is a time consuming process.

Method 2. Using portable scanners large numbers of books within a range can be scanned very rapidly. The barcode data collected is then compared with the barcode data taken from the LMS. Any items in the LMS that are not on the shelves will form a missing list and this list will be checked periodically. Voyager records will be amended appropriately after several checks, and replacements sought for missing items if there is sufficient demand.

7.3 Disaster recovery

In the event of a disaster affecting part of the collections, the Information Services Disaster Recovery Plan will be applied. Salvaging/protecting collections will be prioritised, with all staff involved in the immediate aftermath of a disaster. Activities will be concentrated on recovery and restoration, using the expertise of staff in various areas to suggest materials for repair, rebinding, and conservation work both internally, and by external commercial agencies. Special attention will be given to rare book and manuscript archive collections to ensure their safety.

8 De-selection, Relegation and withdrawals

De-selection, relegation and withdrawal are important task for libraries for a variety of reasons. Rather than re-iterate them here please see this excellent blog post:

http://www.insidehighered.com/blogs/library_babel_fish/getting_rid_of_books_a_heresy

The strategy at AU is cast within the context of the University Estates Strategy to concentrate teaching and learning on the Penglais Campus and therefore the site library collections will be transferred to the Penglais Campus into the Hugh Owen library. The known schedule for resource moves is:

- IBERS in summer 2011 from Thomas Parry and Gogerddan library
- Education in summer 2011 from Old College library

No firm plans have been made for DIS material and Welsh material so these collections will remain at their respective libraries Thomas Parry and Old College.

Hugh Owen library is already at capacity and unfortunately the current economic climate means that an extension to the Hugh Owen Library in order to accommodate collections from site libraries isn't viable. Thus lack of space has become an overarching theme of decisions to de-select and relegate. However that is not to say that the size of the collections will be reduced regardless of other factors. Retention and de-selection of collections is determined by their alignment or non-alignment to:

- the needs of current teaching and research
- past research which is unique to AU
- the long term research interests of the University and/or region.

De-selection will be a phased process of short term, medium term and long term goals.

8.1 Short term goals

De-duplication of older unused material. All but one copy of multi-copy books will be de-selected if they were purchased before 01/01/04 (i.e. 6 years or 2 cohorts of students) and if all copies have not circulated since 01/01/2004.

8.2 Medium term goals

Our approach to reducing the print journal holdings was to join the UKRR scheme. This is a five year national initiative funded by HEFCE and led by Imperial College in partnership with the British Library. It was a means by which libraries could responsibly, and in co-ordination, withdraw low use print runs of journals safe in the knowledge that at least 3 copies will be held in perpetuity within the country with an access copy available upon request from the British Library. You can read more about the UKRR scheme here: <http://www.bl.uk/blpac/pdf/dareshorley.pdf>

To take full advantage of the UKRR initiative print journal holdings will be withdrawn when:

- We have purchased outright the archive of journals in electronic format
- We have a subscription to journals which even in the event of budgetary constraints we are unlikely to cancel because:
 - Heavily used and represent good value for money
 - No access to previously subscribed content post cancellation of subscription
 - There are doubts about the providers guarantees for long term preservation
- Print journals held in external store for the last 10 years which have received no requests in that time.
- Duplicate print titles with or without a current active print subscription.

Book collections will be re-arranged with an 'active' collection (i.e. less than 6 years old or older material but circulated within the last 6 years) will be held at the Hugh Owen library. In order to

accommodate this material older unused material will be transferred to the Thomas Parry Library or our external store.

8.3 Long term goals

In consultation with academic colleagues older unused material will be assessed for relevance to past research and future research needs.