Brooklands College Library
Collection Development Policy

The Library's core aim is to serve the members of Brooklands College and, as far as resources permit, support the information needs of the curriculum.

This document is intended to set out openly the criteria by which Library material is selected and withdrawn and explain the general principles related to acquisition of Library resources.

Materials selection

The acquisition of material is prioritised according to the College's current and projected teaching interests.

The selection of Library resources is shared by Library staff and academic staff, with the Library Manager having overall responsibility. Consideration is given to reading lists, individual requests, availability and knowledge of existing stock.

Stock selection includes a variety of media, the balance of which will vary according to the particular subject area.

General guidelines:

- Material selected must support the teaching and learning priorities of the curriculum. (This includes related resources such as material to support literacy, wider reading and progression, e.g. careers.)

- Only items which demonstrate value for money will be selected and requests for expensive material may be declined on the grounds of cost

- The content of selected material must be suitably up to date, although older items that are classic works will be considered

- The content of selected work should not advocate opinions that contradict the College equality ethos unless specifically required on academic grounds

- The number of copies purchased will depend on anticipated and actual use, cost and availability

- Unnecessary duplication of stock will be avoided as far as possible

- Academic quality of material is important and all material acquired should be of an appropriate level

- The Library Manager reserves the right to decline to purchase any item not consistent with the stated aims of this policy

- Where information exists in different formats (e.g. print, CD and Internet) the Learning Centre will select the best medium on the basis of the guidelines in the Collection Development Policy

Selection of electronic resources

In addition to the general guidelines detailed earlier a number of supplementary considerations apply to the selection of electronic resources:

- Minimum hardware specifications

- Authentication and login arrangements

- Number of simultaneous users supported and associated licensing fees

- Ability to serve users in multiple locations, including off-campus

- Speed and reliability of access

- Information retrieval capacity and quality of interface

- User-friendliness and level of skill required by user

- Documentation and technical support

- Access over time and archiving of material

- Long term utility in view of technological developments

Electronic access

- The Library aim, as far as is practical, is to provide access to multiple resources from a single workstation and for that access to be transparent to the user

- For a given information source, highest priority will generally be given to access from within the Libraries, secondarily from other locations on campus and thirdly from locations remote from campus

- In some situations user license agreements imposed by some electronic resource vendors may limit access to specific user groups

- Where practical the Library will prefer remote access via the Internet to locally mounted data on CD-ROM

Weeding policy

Both print and non-print material should be reviewed and evaluated at regular intervals to determine their continued value to the collection. The Library staff consider the curriculum, user needs, budget and availability of space when deciding how much and how often to weed and also decide how best to dispose of discarded material. Stock revision and withdrawal is undertaken in consultation with academic staff.

Weeding criteria:

- Low record of use, e.g. item has not circulated for 5 years

- Content is out of date, factually inaccurate, or no longer relevant. (This includes material that refers to out-of-date stereotypes.)

- Technical quality is poor, e.g. poor visuals, faulty picture or sound in AV resources

- Item has been superseded by a more up to date edition

- Low demand for duplicate copies

- Item is torn or soiled, sections are missing

- Material is available in a more suitable format

Additional guidelines

Access

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

Although duplication of certain titles across the campuses is inevitable the Libraries will rationalise wherever possible so that all titles justify their place on the shelves in terms of cost and likely usage.

The Libraries seek to enable users to gain access to their collections for themselves wherever possible, without the need for staff intervention. Assistance and training in accessing all collections, especially electronic resources, is available for all members of the college. Subject to their security and vulnerability, collections are housed on open access wherever possible.

Cataloguing

Items acquired by the Library are entered on the Online Catalogue. Electronic data held remotely and accessible under licence by users of the Library will not normally be entered on the catalogue but is listed on the Library's web site. Donations are dealt with on the same basis as purchases.

Donations

The Library encourages donations of resources from a variety of sources, assessing them against the same considerations as purchased material (as detailed in the Collection Development Policy).

With all donations the Library reserves the right to:

- Accept or reject a donation, whether or not it comes with restricting conditions

- Consider all donated material as the property of the Library

- Discard unwanted portions of a donation at any time should they no longer meet the aims of this policy

- Affix bookplates to donations only when specifically requested by the donor or academic staff

- Send letters of acknowledgement and thanks only at the discretion of the Library Manager

Funding

Library funds will only be used for the purchase of material to be catalogued and provided for loan or reference use in the Libraries, unless the material is electronic in which case it will be available in the Libraries and networked if possible.

Material funds are allocated by taking into account such factors as the number of students in a subject area and the average current cost of materials in that area, the need for stock building and alternative availability of resources.

Journals

Subscriptions are usually set up in advance for a full year. As periodicals represent an expensive and on-going commitment academic staff will be asked to review current subscriptions when necessary to ensure continued relevance and value for money. Existing titles may need to be cancelled to allow for purchase of new titles. Before subscriptions are cancelled the agreement of all interested parties is sought.

Journals are increasingly available in electronic form either as individual titles or through database services. The Library is committed to exploiting these alternatives and will provide access to electronic journals in the light of cost, added convenience and improved access considerations.

Missing items

Items reported as missing are identified as such on the Online Catalogue and searched for by Library staff. Those not found and those reported lost are withdrawn from the catalogue and considered for possible replacement.

Purchase requests

Priority on purchasing decisions is given to material on reading lists. The Library will consider adding to stock other items recommended by staff or students where such additions enhance the collection and support the Collection Development Policy.

Recommendation for purchase requests should normally be submitted at least 2 months before items are needed. This allows time for the item to be acquired, catalogued and processed. When planning new modules or major revisions to reading lists, it is advisable to allow additional time to permit Library staff to advise on the availability of items before reading lists are finalised.

Reading lists

With the co-operation of academic staff the Library aims to acquire the core materials contained in current reading lists. The number of titles and copies is affected by the following considerations:
- Cost of title
- Anticipated use, e.g. duration of module, number of students and likely demand, nature of course and availability of alternative titles
- Differing needs of academic sections
- Availability of title on the other campus

Copies will be distributed between Reference and 3 Week loan categories to maximise access and will be moved across loan categories according to identified demand.

Suppliers

The Library takes advantage of the benefits of consortia agreements for the purchase of hard-copy and electronic publications, such as the Crescent Purchasing Consortium, Chest and JISC. The performance of suppliers is monitored and will normally be those able to offer processing and cataloguing services, together with a substantial discount. The majority of orders will be passed through the main library suppliers in order to maximise these benefits.

Withdrawal

Active retention and relegation procedures are applied to ensure the collection remains dynamic and relevant. Items withdrawn from stock and unwanted donations are disposed of. Disposal includes sale to individual members of the college, gift to department, or ultimately waste disposal.

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February 2011