Planning, Information Management and Compliance

Collection Development and Management Policy
Teaching and Research Collections

1. Purpose of the Policy

The policy provides a framework for the development and management of the Library’s teaching and research collections within the context of the Library’s strategic plan.

2. Scope

This policy relates to the main University Library. The University of Sussex also has a number of specialised libraries, which are not covered by this policy. These are:

- Art History Slide Library
- Global Studies Resource Centre
- Media, Film and Music Resource Centre
- Sussex Centre for Language Studies

3. Collection Development

Principles of collection development
The Library develops its collections in accordance with the following principles:

- The purpose of collections is to support learning and teaching and research within the University
- Access to digital resources will be prioritised, where appropriate and practicable
- The Library will acquire and give access to, resources in the most appropriate and cost effective way, taking into account format, accessibility and preservation
- The Library is committed to exploring new models of acquisition to meet the teaching and research needs of the University

3.1 Budget
The Library is centrally allocated a budget for the purchase of all its materials.

The Library manages the purchase of all journals (print and online) and online resources across all subject areas.

The balance is nominally allocated to University departments for one-off purchases, such as books, based on need, the amount being identified in collaboration with individual departmental representatives and adjusted annually to reflect changes in teaching and research focus. The Library will seek to develop materials to support new areas of teaching and research, and where significant new investment is required, will petition for additional University funds.

3.2 Selection

3.2.1 Books and one-off purchases
Taught course provision
To ensure that taught courses are adequately resourced, the University has an online reading list system. These reading lists are created and maintained by academics. The Library works closely with academics to acquire the material that has been requested via the online lists. The number of copies of each item is purchased to a ratio based on student numbers\(^1\) and importance of material. Ebooks are purchased if available. Additionally, we will digitise material (as permitted by the CLA licence) for taught courses. These are made available via the online reading lists.

**Textbooks**
The Library will consider alternative methods of delivering e-textbooks directly to students through Canvas, in close consultation with Academic Schools.

**Research**
Selection of material to support research is usually carried out via individual academic suggestion or based on liaison with individual academics, departments and schools.

Purchase suggestions, including books, video material and digital archives, from academic staff are welcome and are considered within the terms of the collection development policy and budget\(^2\).

**Access models of acquisition**
A significant proportion of our ebook and film access is offered through access models of acquisition (EBA/PDA or DDA). A large selection of bibliographic records are made available through Library Search offering our users access to a wider range of material. The Library then has the opportunity purchases the most popular titles in some cases.

**Film**
Film materials are purchased from departmental budget allocations and are acquired according to the same criteria as those applied to the selection of print and online material. Consideration is also given to technical quality and the availability of appropriate equipment.

### 3.2.2 Journals and other subscribed resources

#### New titles and resources
The Library regularly considers requests from members of the University for new journal titles and other subscribed resources. Decisions are made on whether to take out new journal titles are based on a number of factors including potential use for teaching and research, inclusion in SRO and reading list system, evidence of demand through inter library requests or that users have tried to access the resource, cited locally, and cost.

Online resources are selected not only on the basis of content, but also on the grounds of accessibility, technical features and the terms and conditions under which they may be used. Networked resources that can be used by more than one user at a time, both on and off campus, are preferred.

Any recommendations for subscription are dependent on sufficient funding being available within the Library budget.

#### 3.3 Excluded material
The Library does not collect material in the following areas:
- Subjects that are not taught or researched in the University
- Popular fiction and general reading, unless specified on a reading list

\(^1\) [http://www.sussex.ac.uk/library/teaching/readinglistsupport/purchasingpolicy](http://www.sussex.ac.uk/library/teaching/readinglistsupport/purchasingpolicy)

\(^2\) For book suggestions, an ebook version will be purchased unless a print copy is specifically required, subject to cost and availability
• Material that is held in other libraries on campus, such large collections of maps and atlases, a much larger collection being held in the Global Studies Resource Centre
• The Library does not collect items in a language unlikely to be understood by most of the intended readers
• The Library does not collect items in obsolete formats

3.4 Gifts and donations
The Library does not normally accept gifts of books, journals and other materials unless they fill significant gaps in the existing collection and/or support the research and teaching of the University. Once accepted as a donation the Library reserves the right to either add material to the collection or dispose of it. We are unable to promise that donations will be kept in perpetuity.

*Gifts and donations to the Library's Special Collections are considered separately.*

3.5 Access to items not held by the Library
Books or journal articles which the Library does not hold (or provide access to online) and which are considered to be needed for occasional use, or are otherwise unavailable, may be borrowed from another Library or obtained through document supply. Details of this service are available on the Library website.

The Library is a member of a number of reciprocal schemes which provide access to the physical collections of most University Libraries within the UK, details of which are available on the Library website.

4. Collection Management

**Principles of collection management**
In the management of its collections, both online and physical, the Library will:
• Ensure that all material acquired is discoverable through its current online search system.
• Review the collections on an on-going basis to ensure that they are relevant to teaching and research
• Care for the collections through appropriate housing and repair
• Participate in collaborative collection management with other institutions to enhance its own collections

4.1 Collections
4.1.1 Main Collection
Most of the Library’s stock is allocated to the Main Collection; this includes reference books and monographs.

4.1.2 Short Loan
Multiple copies of textbooks and monographs on reading lists are allocated to the Short Loan Collection.

4.1.3 Core Collection
The Core Collection contains single copies of material that has been suggested as essential reading by academic tutors.
4.1.4 Print journals
The Library holds a collection of print journals. The Library does not normally retain print runs of journals for which it provides online access.

4.1.5 Documents
The Documents Collection contains official publications and other publications relevant to public policy from British, European and international bodies.

4.1.6 Theses
All theses written for University of Sussex research degrees awarded before October 2009 are held, and can be used in the Library. From October 2009 new doctoral theses are only available online and accessed via Sussex Research Online (SRO) or EThOS. Many of the theses written before October 2009 have now been digitised and made openly available through the British Library EThOS service. Where this is the case, a link to the digitised thesis has been added to the catalogue record.

4.1.7 Print newspapers
The Library receives many UK broadsheet newspapers and a selection of international titles. This material is not kept in perpetuity.

4.1.8 Film
The Library’s film collection includes recordings of documentaries and feature films. All material will be migrated to current formats where possible.

4.1.9 Microforms
The Library holds a collection of microform which is housed separately from the main collection, and consists of material not available in either print or online formats.

4.1.10 Online collections
Online material will be regularly monitored for its cost per download to ensure that it continues to offer value for money and used to support teaching and research.

4.2. Preservation
All physical items of stock are security tagged and paperback books may be reinforced. Books that are damaged are repaired in house if possible; those that are beyond repair are withdrawn and replaced if appropriate. Access to many of our online journals is maintained through Portico and CLOCKSS, digital preservation and electronic archiving services.

4.3. Stock editing
The Library makes the best use of its space by regularly reviewing its collections.

The Library’s materials are regularly reviewed for currency and relevance to the University’s teaching, learning and research strategy.

- The Core collection is reviewed annually. Items that have not appeared on a reading list in the last three years are removed and a single copy added to the Main collection.
- The documents, microfilm and video collections are reviewed periodically; stock may be withdrawn or transferred.
- The Main and Short loan collection is systematically reviewed in accordance with the Library’s Retention and Withdrawal Policy.
- Usage of journal subscriptions and other online resources are reviewed on an on-going basis to ensure that they meet the teaching and research needs of the University. Any decision to
cancel a title is made after liaison with academic departments, and takes into account a number of factors, including usage statistics, inclusion in the journal of articles by Sussex researchers, and evidence of use for teaching.

- Additionally, Journals which are available online may be withdrawn from stock as part of core journal reviews in close consultation with the Library representative.

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