

Library and Learning Services
Collection Development and 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 in support of the University Mission to “create and harness knowledge, to deliver opportunity for everyone.” 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. 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.

Introduction

Library and Learning Services develops its collections in support of teaching and research and in alignment with the strategic aims of the University as set out in our [Strategic Plan 2021-2025](#). Library resources play a critical role in facilitating student success and are a significant factor in both the results of the National Student Survey (NSS) and the Teaching Excellence Framework (TEF). Our collections must also support high quality research and, in the case of publisher journal agreements, may provide compliant routes for our researchers to publish their research Open Access.

The total cost of providing access to library resources is in excess of £1.4 million annually, and therefore we will seek to prioritise resources that provide the University with value for money. Our approach to collection development is also informed and guided by a range of other considerations that reflect the University’s wider values. This means we will also take into account things such as the sustainability, equity and ethical impact of our resource investment decisions.






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
- It excludes the Reading for Pleasure collection and Libby which are covered under a separate policy

Guiding principles

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

	Foster financial resilience by ensuring resources provide value for money
	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
	Support and advocate for the principles of Open Access
	Embrace innovation and be prepared to take risks
	Develop and manage our collections responsibly, ethically and sustainably
	Collaborate with consortia and 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 and support users to navigate misinformation and disinformation

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 and decision-making. The group meets quarterly and includes representatives from across the service.

Formats

Library and Learning Services manage a broad and diverse range of formats which, in addition to print books, e-books, e-journals and databases, have expanded to include video streaming services, web-based apps, datasets, and other audio-visual content. Where appropriate, we take a “digital first” approach to collection development as we believe this enhances the student experience by optimising both the availability and accessibility of resources. However, 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, appropriate licence, accessibility, value for money, and our “digital first” policy. This may entail suggesting an openly available resource as an alternative.
4. We allocate a portion of the book budget to the purchase of foreign language materials to support the Language Centre.
5. 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.
6. If the budget is fully committed, then a new subscription would normally need to be funded by cancelling an existing subscription of equivalent cost.
7. 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.
8. 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” enabling students, researchers 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 and champion the principles of Open Scholarship and endeavour to identify and facilitate access to freely available resources. Many of our subscriptions now provide enhanced publishing options for researchers that include routes to publishing Open Access and a portion of our budget may also be used to fund community or scholar-led Open Access initiatives that help to drive greater equity and sustainability in the publishing ecosystem.
4. Under the CLA Higher Education Licence 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.
5. We are committed to providing equal access to our collections to all students and staff, including students with disabilities. Library and Learning Services will prioritise the purchase of materials that meet and exceed government accessibility standards and that are free from Digital Rights Management which can restrict the use of resources.
6. We aim to develop the diversity and inclusivity of our library collections by acquiring materials that reflect a diverse range of academic voices.
7. 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.
8. Our collections include research outputs in PURE and Figshare which showcases research data and non-typical research outputs. Both repositories make items discoverable, accessible and open.

Collection management

1. Subscription resources are subject to a continual process of annual review. We review available usage data alongside 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. Good metadata is vital to allow the discovery and use of resources within our library systems, for Open Access items, and across the wider internet. We will advocate for the creation of high quality metadata in all resources we purchase.
4. To ensure that print book stock remains relevant to current course needs print stock will be reviewed over a 5 year cycle and evaluated against an agreed set of criteria. Stock that no longer meets these requirements will be withdrawn.
5. 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.
6. We repair printed stock where the item is not superseded by a later edition, not available electronically and still relevant to course needs.
7. 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/Is/library/?tab=using-other-libraries>

As part of its commitment to lifelong learning and widening participation, Library and 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.

Version History			
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