

# Newcastle University Library Collection Development and Management Policy

## Purpose of policy

- The purpose of this policy is to provide a statement and summary of the Library's approach to collection development and management in support of its strategic priorities outlined in our [strategic plan](#), namely:
  1. To support the delivery of an outstanding educational experience at Newcastle University.
  2. To support the University's commitment to improve access, success and progression among students from under-represented groups.
  3. To provide effective and impactful support for the University's research and researchers.
  4. To support the global ambitions of the University through the provision of culturally diverse, widely accessible and constantly evolving information resources and services.
  5. To develop, promote and exploit our unique and distinctive collections in the service of education, research and public engagement.
  6. To demonstrate efficiency, effectiveness, environmental and financial sustainability in all our services and operations.
- The policy also reflects the [University's Vision and Strategy](#) and supports:
  - **Education for Life:** Engaging, challenging and supporting students to discover and fulfil their potential
  - **Research for Discovery and Impact:** Catalysing transformative research within and between disciplines
  - **Engagement and Place:** Improving the economy, health and social wellbeing, and cultural richness of the places in which we operate
  - Newcastle University's commitment to Equality, Diversity and Inclusion
- The policy lays out the framework in which the Library develops and manages its collections, which includes print and electronic resources.
- The policy should be read alongside the range of [policies and procedures](#) that pertain to our Special Collections and Archives.

## Collection Development

### General Principles

- The Library will provide relevant and evolving collections to support education and current research in the University.
- Digital is the preferred format, where appropriate, affordable, and practicable.
- We seek to maximise the use of our electronic and physical resources, in the former case by negotiating campus-wide access for all students and staff, and for the latter by monitoring the use of books on open shelves and when necessary moving lesser used material into either on-site or off-site stores.
- All information resources undergo constant evaluation in terms of cost and usage to ensure ongoing value for money and to achieve lowest possible cost increases for annually renewed subscriptions.

## How decisions are made about acquiring material

- Liaison Librarians work with academic colleagues to identify relevant information resources to support their education and research interests.
- The Library maintains an [online reading list system](#) which is fully integrated into the University's Virtual Learning Environment Canvas. Library staff review the lists as they are added/amended and purchase, licence or digitise the resources required as appropriate.
- The Library actively encourages all students and staff to request titles not held by the Library via the [Recommend a book](#) service.

## Methods of Acquisition

- Buying – The Library participates in regional and national framework agreements for Higher Education to secure significant discounts and ensure value for money.
- Licensing – The Library licences the majority of its electronic resources under terms negotiated either nationally by bodies such as Jisc, or locally by Library staff. In all cases we aim to secure the widest possible access for Newcastle staff and students and optimal value for money.
- Borrowing – Where necessary the Library will seek to facilitate access to copies of items held by other UK institutions via inter-library loan.
- Donations – Donated material is subject to the same criteria as new purchases and must support existing collection strengths and/or align with current education and research priorities.

## Collection Management

The Library's Collections Management team is dedicated to evaluating the digital and physical collections to ensure that they continue to meet the education and research needs of the University and are clearly discoverable and searchable at the point of need. The work of the team includes but is not limited to the following areas:

### Digital

- Most eJournals and eBooks are licensed from publishers and externally hosted in the cloud.
- Access is provided at point of need which is typically via Library Search, VLE modules, online reading lists or publisher websites.
- Other digital resources include taught course material made available via the Copyright Licensing Agency's Digital Content Store, and digitised articles from the Library's print journals available on request via the Desktop Delivery Service.

### Physical

- We will ensure that access to physical items is dealt with dynamically via a combination of items on open shelves, rapid delivery of items held in store, and researcher access to some closed collections.
- High-use material supporting current education and research is made available on open shelves.
- Lower-use material will be located in stores.
- Legacy print journal runs may be withdrawn from stock if resilient and affordable digital backfiles are available in perpetuity.
- We will periodically review and refine our print holdings to ensure they are optimally aligned to the University's current education, research and engagement needs.

### Stores

- The Library has access to state-of-the-art off campus storage facilities where we house low-use print journal back runs and monographs. We offer a weekday 24 hr turnaround retrieval service from our stores which includes desktop delivery of scanned articles.

### Collaborative collection management

- The Library is committed to contributing to national collection management initiatives such as the UK Research Reserve.

### Theses

- The Library is responsible for the preservation, curation, and discovery of the University's doctoral theses. The collection is a combination of physical and digital theses.

### Care of collections

- The Library preserves print items in its care via several methods including the repair or replacement of damaged items.

**Approved by Library Strategy Group 23/06/2021**

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