

Library Acquisitions and Collection Development Policy

November 2017

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Version Control History

Version Number	Date of Change	Summary of Revisions Made
3	July 2015	Updated footer only, following scheduled review. Publication delayed as no feedback from CMT.
3.1	July 2016	Footer updated to reflect new template model.
3.2	October 2017	Modification to 4.4 to remove reference to short loan periods, which are no longer applied.

UNCONTROLLED WHEN PRINTED

Title: Library acquisitions and collection development policy

Version/Status: 3.2, Final

Approved By/Date: CMT/10/2017

Effective Publication Date: November 2017

Owner: International and Corporate Services Director

Lead Author: Learning Technologies Manager

Review Timing/Date: 2 Years/2019/20

Library Acquisitions and Collection Development Policy

1 Purpose

- 1.1 This policy sets out the general principles underlying acquisition and collection development for library stock resources.

2 Scope

- 2.1 This policy outlines general responsibilities and priorities for purchase of library stock resources. It does not cover all aspects of subsequent use of such materials within college, particularly in relation to copyright issues.
- 2.2 This policy does not cover the purchase of serials and E-books for HE courses. The responsibility for which is held by the UHI E-resources manager.

3 Definitions

- 3.1 APUC – Advanced Procurement for Universities and Colleges.
- 3.2 College Community – All staff and students currently employed, enrolled or hosted at the College.
- 3.3 Serials/Periodicals – Magazines, academic journals and other publications purchased via subscription and delivered at regular intervals in print and/or electronic format.

4 Key Principles

- 4.1 The library will select, purchase and provide access to materials that support the curricular, research and information requirements of all members of the Perth College UHI community.
- 4.2 Library book budgets for each curriculum area are allocated by the Librarian at the start of the academic year. Allocated amounts are based on previous spend and imminent course validations. A separate budget covers the purchase of periodicals.
- 4.3 The library will purchase at least one copy of each text on the core reading lists for taught courses. If a module is heavily subscribed, the library will aim to purchase additional copies where necessary. However, the library is not an alternative to student purchase of core texts.
- 4.4 The library will monitor the use of materials on an ongoing basis using the Library Management System. When particular texts are in high demand, the library will assess the demand and purchase extra copies and/or make reference only copies available.

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- 4.5 Outwith curricular and research needs, the library will purchase materials on subjects that are deemed to be of general interest. However, the library does not aim to provide a comprehensive collection covering all areas of knowledge.
- 4.6 The preferred print format for textbooks will be paperback. Exceptions will be made when the acquisition of hardback is warranted by project usage or is the only available format.
- 4.7 The library will, where alternative formats (eg audio, enlarged font etc) exist, make these materials available to students with a visual or other impairment.
- 4.8 The library will comply with college procurement policies and maximise the available budget/potential discounts by ensuring the majority of print materials are purchased from the approved national framework supplier, identified by APUC. When necessary, more specialised materials will be sourced from the cheapest alternative source.
- 4.9 As the library is committed to purchasing materials from the preferred supplier using its own budget, it will not reimburse where resources are purchased from a department or personal budget without prior approval.
- 4.10 The library will purchase foreign language media to support the College's curricular, social and cultural objectives. This will be the responsibility of the Librarian in collaboration with relevant subject leaders and the Language School.
- 4.11 Due to the close links between Perth College UHI library and the other partner libraries within the University of the Highland and Islands (UHI), co-operative ventures in acquisitions, especially in high cost areas, will be sought.
- 4.12 Out-of-print materials will only be purchased when anticipated frequency of use justifies any additional cost and effort. This will be determined by the Librarian in collaboration with subject leaders. If necessary, the Librarian will help identify suitable alternatives.
- 4.13 Missing/lost items will be replaced if they are still relevant and considered appropriate for selection. Every reasonable effort will be made to recover long overdue stock prior to it being written off.
- 4.14 All resources on reading lists related to networked courses will be checked for electronic availability (E-books, E-Journals) for inclusion in the UHI E-resources collection. This will be the format of choice for networked, online and distance learning courses.

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- 4.15 As the UHI is responsible for purchasing the serials for HE level, the majority of the periodicals budget will be used to purchase titles that support the FE curriculum. When the UHI is unable to purchase a resource for HE level, local purchase will depend on cost and likely usage levels.
- 4.16 The library may accept the donation of books and other materials on the understanding that they will not necessarily be added to the collection.
- 4.17 Stock weeding is an essential part of collection management and will be carried out on a regular basis to ensure the collection remains relevant. Where appropriate, materials removed from the collection will be offered to other institutions or to charity.

5 Responsibilities

- 5.1 The selection process is ultimately the responsibility of the librarian in consultation with other library staff and academics. The UHI E-resource Manager is responsible for purchasing E-resources for HE courses.
- 5.2 Academic staff are responsible for recommending materials considered fundamental to courses in their discipline, and communicating this to the Librarian. Priority will be given to validated module reading lists, although order forms will also be accepted.
- 5.3 All members of the college community – curriculum, management, support staff and students are encouraged to recommend materials in relevant subjects that will enhance the collection.
- 5.4 Quality approval check of the policy is the responsibility of the Head of Quality who will arrange for the policy to be posted on the web.

6 Linked Policies/Related Documents

- 6.1 Perth College UHI Procurement Strategy
- 6.2 Perth College UHI Procurement Policy
- 6.3 Perth College UHI Selection of Suppliers Procedure
- 6.4 Perth College UHI Tendering Procedure

7 Relevant Legislation

Scottish and EU Procurement Legislation
<http://www.gov.scot/Topics/Government/Procurement/policy/ProcurementReform>