

ISC15D034

Title: Collection Development and Relegation project plan and progress report
Author: Jane Helgesen, Nicholas Lewis
Date: 31st May 2016
Circulation: ISSC
Version: 2
Status: Open

Issue

Project overview and progress to date.

Recommendation

Comments are invited on direction and approach.

Equality and Diversity

Equality and diversity aspects will be taken into account as items are reviewed for relegation. The main focus is ensuring that third party providers continue to have accessible platforms so that electronic versions remain a suitable alternative to the print and that library terminals are equipped with appropriate software for those with additional needs and that sufficient 'walk in' access is available for external users.

Collection development project plan overview

Background and endorsement:

The Library's Collection Development policy, which followed a University-wide consultation in 2015, supports maintaining a balance of research and teaching collections. To achieve this balance *in the long term*, the University must start to plan for a Library extension or suitable alternative and the case for this has now been made to the University.

In the meantime, the Library building is full, so in the short and medium term we are faced with a difficult choice:

Either we stop buying books in some subject areas (which would immediately undermine the currency of research collections) **or** we carry out an in-depth review of existing teaching & research collections built up since the University was founded.

Our view, endorsed by the Library Forum and ISSC, is that reviewing the existing teaching & research collections for withdrawals, rather than ceasing buying, is the approach more likely to retain the integrity of the research collections.

We have now begun the work to review these collections over the next 3-5 years. We will look to withdraw stock under certain criteria, discussed below, ensuring that there is space for those materials most relevant to our current teaching and research.

More about the process we use to withdraw material from the library can be found here:
<https://portal.uea.ac.uk/library/resources/collection-development-and-relegation-project/withdrawn-books-and-print-journals>

In the initial stages we will be focusing on duplicate research books whilst retaining sufficient copies to support teaching. Progress over summer 2016 may be slower than originally planned as both Faculty Librarians for Arts & Humanities and Social Sciences are moving on the senior roles at other universities and so there will be an interregnum period whilst their replacements are recruited.

Whilst our intention is to continue to review offers of research-level donations to the Library, as stated in the new Collection Development policy, while we progress with the project, and because of the current space constraints, we are having to continue with our temporary stop on all donations.

Project aim:

The aim of the project is to manage existing discipline collections within their current footprints as far as possible, for the next 5 years. In order to achieve this, the project aims to review and refresh the collection by implementing a deep, but focused, weed of print materials which are out of date or which no longer taught and/or researched. The target will be to withdraw 50,000 items from Library collections over 3-5 year period, which is the amount needed to make sufficient space for the estimated number of physical new books coming in each year (c. 10,000 per annum).

At the same time, the Library is continuing to make the case for additional investment in Library space, such as rolling stack on Floor 02 of the Library, so that further study space can be released to meet the projected rise in student numbers.

Project approach: The project is divided into phases:

Print Journals: phase 1

During the consultation process, there was a general consensus around the withdrawal of physical journals, where there is online access “in perpetuity”. This is defined as those journal archives/backfiles that UEA Library owns outright or where UEA Library has committed to continue subscriptions to the archive/backfile. The principle of “security of access” over the long term was agreed as key criterion for withdrawal. We identified 4 categories of journals that come under the “security of access” principle. These categories are listed in order of relative risk with 1.1 being the lowest risk and 2.2 being the highest risk, whilst still relatively low risk overall.

- 1.1 Print titles that are covered by an online backfile/archive **which UEA Library has purchased in perpetuity and covered by Portico (an international archive covering the main publisher platforms).**
- 1.2 Print titles that are covered by an online backfile/archive **where the Library has committed to an ongoing subscription to the archive + covered by Portico.**
- 2.1 Print titles that are covered by an online backfile/archive **which UEA Library has purchased in perpetuity but not covered by Portico.**
- 2.2 Print titles that are covered by online backfile/archive **where Library has committed to ongoing subscription to the archive but are not covered by Portico.**

In the case of 2.1 and 2.2 we are also in discussions with JISC about their archival arrangements for these print title collections (in cases where JISC has copies of the purchased content in storage for

use in case of publisher bankruptcy or similar) to see if any long term risk, though low, can be further mitigated.

It should be noted that all electronic journal collections do carry some risk, more than printed journals, because electronic journals, even when purchased outright, are still dependent on a long-term annual access fee. In short, the main difference is that with print journals UEA clearly 'owns' the physical content, in the case of e-journals, there is always some aspect of leasing rather than ownership as UEA does not physically store the electronic titles on its servers.

We are assessing our print journals in main library and external store, using the above categories, and will be withdrawing those which have reasonably low risks around long term "security of access".

Print journal review and relegation - progress as of April 2016: A review of print journals has been completed and we have comprehensive information on our physical holdings, their online equivalents and status of archive/backfiles access/holdings/licences. Appendix A is a list of print journals which fall into the four categories listed above and final checks are taking place with JISC to check the extent to which we may be able to relegate.

Titles identified for relegation that are in the External Store, and for which we have very clear usage statistics, will be withdrawn over the next few months. We have identified a small number of titles (highlighted) that have had one or two spikes in usage of the physical versions over the years despite being available online. As a precaution, before relegating these, Faculty Librarians will consult to check what the underlying reason might have been. These will be excluded from automatic withdrawal under the above criteria this summer but it is expected they will follow depending on the outcome of those discussions.

Those **titles identified for relegation from the Main Library**, for logistical reasons, will be moved to the External Store, before being relegated the following year.

We anticipate relegating between 10,000 and 15,000 journal volumes (items) within the next two years depending on the outcome of discussions with JISC. We will make contact with colleagues who expressed an interest in rehoming items for their personal collections. It should be noted, that as all of these materials are available online and are therefore not unique or "last copies" in the wider HE community.

Given the logistics involved, the library is unable to resource offering to rehome the withdrawn materials to a wider, external, audience, although care will be taken to ensure that any potentially rare items are offered to Cambridge as the nearest legal deposit library or to the British Library as appropriate. Where possible and affordable, options to rehome these print journals with charities will be explored but otherwise items will be recycled.

Print journals: future plans

As further backfiles/archives are purchased or subscribed to, we anticipate identifying further print journals as meeting the criteria for withdrawal. These will be withdrawn as the project progresses and we will again advise these titles through the Library Forum and ISSC.

Books: phase 1

There are significant numbers of books which could be withdrawn using standard collection management processes. These include:

1. multiple items of the same title (duplicates) which are not textbooks or required for large cohorts; out of date textbooks
2. items in poor condition
3. general works, such as dictionaries and encyclopaedias, where Library has an electronic version.

This work will be conducted across the whole collection. We are beginning by identifying “duplicate” materials. We will then look at “out of date text books” and then “low impact” materials (poor condition, etc.).

We expect this phase to take place during years 1 & 2 of the project, i.e. 2015/16 and 2016/17 academic years.

Print books progress so far:

Between December 2015 to mid-April 2016, 7997 duplicate items have been identified for withdrawal. Of those, 2750 have actually been withdrawn so far, as it takes time and staff resource to de-accession items.

Books: phase 2 (Expected start date: 2017)

In phase 2 we will focus predominantly on low usage but unique copies. We will identify these by assessing the pattern of usage over 3 to 5 years. This category is where consultation with Faculty will be needed. It is expected that this phase will take longer, ensuring sufficient opportunity for consultation with Faculty and the development of ‘discipline statements’. These will provide an opportunity to agree principles of collection development (acquisitions AND relegation) with Faculty across the discipline area. Subject areas that are no longer taught will also be addressed during this phase and will be reviewed by ISSC, as stated in the new collection development policy.

We plan to pilot the development of a discipline statement with one school in the coming months, with further schools over the duration of the project. As stated above, progress over summer 2016 may be slower than originally planned as both Faculty Librarians for Arts & Humanities and Social Sciences are moving on the senior roles at other universities and so there is an interregnum period whilst their replacements are recruited.

The ‘Digital First’ acquisition approach, endorsed in the new collection development policy, will also begin to reduce the proportion of physical books added to the collection over the duration of the project.

We anticipate phase 2 of the books withdrawals to take place during years 2-5 of the project.

Audio visual materials: phase 3

We will review our collections of AV materials and Microforms. As digitally enhanced teaching increases, the content provided as AV resources may become more valuable. However, this is a rapidly developing area, where new resource platforms are entering the market place (e.g. Box of Broadcasts (BOB), Netflix, Spotify, etc.), and content stored on physical mediums (CDs and DVDs) may be replaced by streamed content. Microforms also continue to provide a useful archival storage option for print journals.

We expect to review these materials later into the project, possibly years 3-5.

Other project strands:

Data: Data from Library Management System, Aleph, is now usable via the University's Tableau reporting system, following development between the library and Tableau team. This allows Faculty Librarians to run reports at the point of need, and is being used to identify duplicate book items. Further work will be required during the life-time of the project as different reports/data will be required.

Workflows: Review of workflows between library teams for the withdrawal of phase 1 items has completed. This revised workflow is being used for the identification and withdrawal of duplicate book items. Further workflows will be required during the life-time of the project as we move into phases 2 and 3.

Communication: As part of the communications plan, we have created a project webpage, with links to key documents and decisions. <https://portal.uea.ac.uk/library/resources/collection-development-and-relegation-project>. Regular Library staff briefings will also be used to keep Library staff up to date with developments and how to respond to queries from UEA community. Faculty Librarians and senior library staff will be key to consulting with Faculty on developing discipline statements, managing relationships and consultation regarding phase 2 materials.

Reporting: a monthly report on progress is being developed and will be shared on the web pages when available.