



**INFORMATION  
SERVICES  
DIRECTORATE**

## **Information Services Directorate**

# **UEA Library Collection Development policy 2017-2020**

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**V3.0 Nicholas Lewis, Library Director. Approved by ISSC on 13/06/2017**

UEA's collections are a combination of physical materials available in the Main Library and digital materials, such as e-books, e-journals and databases, available online. When considering the collections, both forms of library provision will be taken into account, with an increasing emphasis on digital collections owing to space constraints.

### **Digital first**

Where available electronically, the Library adopts a *digital first* policy for buying books to support undergraduate teaching. Physical versions are generally only purchased if the e-book edition is out of date or its license terms insufficient to meet the needs for concurrent student access.

The Library also adopts a *digital first* policy for books to support research where available.

The Library adopts a *digital first* policy current journal subscriptions, unless post-cancellation access rights to the subscribed years are not likely to be available in future.

The *digital first* policy is supported by information and digital skills induction for all students, with a self-service *online first* approach to training in this area.

The *digital library* is accessed through UEA Library's web and mobile presence, with offerings for undergraduates and researchers.

The digital first policy outlined above is now unpacked in further detail below:

### **Journal collections**

The Library applies a *digital first* approach to current and past journal subscriptions, unless post-cancellation access rights to *the subscribed years* are not available. In such cases, a print version may be retained by the Library as an assurance of long term access to the journal for UEA researchers.

The Library keeps its past physical journals under constant review and wherever possible undertakes physical journal withdrawals, having checked that appropriate long-term arrangements for ongoing online access and preservation seem to be in place.

If current journal subscriptions are cancelled, the Library endeavors to retain access to the previously subscribed years but cannot commit to keeping any previously *gratis* access to additional back volumes.

### **Book collections**

The Library undertakes ongoing interdisciplinary reviews of physical book in consultation with faculty to ensure items with minimal usage are withdrawn to make space for resources most relevant to *current* teaching and research.

Where necessary, to facilitate this, in liaison with faculty, the Library publishes '*discipline statements*' for each discipline area, clearly stating an agreed approach to future resource provision and to stock withdrawal, nuanced depending on the discipline areas concerned and subject to biennial review.

Where subjects are no longer taught, proposals for book withdrawals of whole subject areas must be agreed with the relevant Faculty Executive(s) and signed off by ISSC, to ensure any plans for the subject's future re-emergence have been taken into account.

Whilst there remains no prospect of a library extension in the medium term, books will have to be

managed within their existing discipline footprints for the foreseeable future.

Where sufficient physical book withdrawals cannot be identified, e-book replacements for existing stock must be considered as an alternative to ensure there is sufficient space for new acquisitions to be received

### **Book buying**

Core reading lists items and books for undergraduate teaching are prioritized, with selective purchase of research books based on agreed discipline statements.

Reading lists: UEA Library purchases core readings and materials on reading lists, coupled with selective purchase of supplementary items as funds permit. For disciplines where long form bibliographies (c. 75+ items) are provided instead of reading lists, academics will always be asked to identify the 'core' and 'further' readings for the module, with the remainder of the items receiving the lowest priority in terms of purchase.

User selection: As part of its provision, UEA Library may selectively subscribe to 'demand driven' and 'evidence based' services to facilitate user involvement in book selection to ensure timely delivery of resources at point of need.

### **Book donations**

Whilst there remains no prospect of a library extension, donations will not normally be accepted as these take up additional physical space and are costly to process.

Donations and gifts for UEA Archive are governed by separate [Archive Collection Policy](#).

### **Interlending and document supply**

The Library takes a *digital first* approach to interlending and document supply service, with online delivery taking precedence over traditional print-based options, where available. Where more cost effective or to meet time constraints, this may involve purchasing items rather than borrowing the item from elsewhere.

### **New modules, courses, Schools & disciplines**

For new Schools, or new discipline areas, the faculty and Library must agree in advance an institutional business case for both start-up and recurrent funding.

For new courses, the resource issues will be identified through the University's Course Approval procedure reported through Learning and Teaching Committee.

For new modules, Schools should liaise with the Library a minimum of six months in advance of the start date to provide advice on outline resource needs; such as core readings or journals, as shown in the module outline. If no such liaison is initiated by the School, funds to support the module will not be identified retrospectively.

The Library has a 'one in, one out' approach to new journal acquisitions owing to funds available.

## **Archives**

In consultation with faculty, UEA Library undertakes selective acquisition of archives to meet anticipated research and teaching needs, primarily by UEA researchers. This is outlined in a separate [policy](#).

## **Databases and software**

UEA Library acquires web based full text and bibliographic databases to support the current research and learning needs of the university. Content should normally be hosted on publisher platforms that provide concurrent access via standard University authentication mechanisms.

Non-library resources, such as specialist software and datasets, are expected to be located and purchased within individual Schools or faculties, where more specialist requirements can be accommodated and relevant expertise and support is available. Direct hosting and library management of usernames and passwords are not supported.