ual:

Library Services Collection Development and Management Policy

Introduction

Our collections inspire and inform teaching, learning and research, and directly support the Learning Teaching & Enhancement, and Research Strategies. In addition to mainstream collections of monographs and serials, they include special collections (such as artists' books, exhibition catalogues and zines), materials and products collections and historic and contemporary archives. We record and promote the university's research outputs through UAL Research Online.

The materiality of the physical artefact remains highly valued in a creative arts environment and is balanced by substantial online provision. Following the university's shift to increased online and blended learning, and the temporary closure of the libraries and archives due to the Covid19 pandemic, we will continue to strengthen online resource provision.

The collections reflect the core disciplines of the university - art, design, communication, fashion and performance, with substantial collections of critical and cultural theory and business studies that contextualise these collections. The university's academic portfolio constantly evolves, and so the disciplinary range of the collections grows to include areas such as psychology, sustainability and creative computing.

The university's intention, expressed in the Academic Strategy 2018-20, is to place diversity at the heart of creativity, and we recognise that Library Services collections play a key role in meeting that ambition, so we are committed to creating a plurality of narratives and histories, and to working with students and staff to decolonise the curriculum.

While our primary users are students and staff of the university, our collections also contribute to the documentation of the arts more widely, and are of value to many other students, researchers and practitioners outside of UAL.

This policy covers the development and management of all Library Services collections, in any format, in the six college libraries and in the Archives and Special Collections Centre (ASCC) and LCF Archives and includes scholarly communications. Additional policies apply to archival management including the *Archives and Special Collections Development and Management Policy* which is aligned to this policy.

A values-based approach

Our approach to collection development and management is informed by the values expressed in the Library and Student Support Strategy, 2018-21:

- Engaging pro-actively with students and being student-centred
- Celebrating diversity and respecting individuality
- Encouraging and enabling curiosity, creativity and risk-taking
- Being committed to critical reflection and continuous improvement
- Innovating and leading in our areas of professional and academic expertise
- Forging effective and creative partnerships internally and externally

Guiding principles

We will:

- Develop a holistic collection that reflects the academic life of our colleges and institutes, and supports the diversity of UAL's teaching, learning and research practices.
- Develop inclusive and diverse collections, to foster a sense of belonging at UAL for all library users and contribute to work to decolonise the curriculum and learning environment.
- Develop collections pro-actively and influence curricula in partnership with academic staff and students.
- Make collections discoverable through a range of physical and digital portals and showcases.
- Advocate the principle of open access supporting alternative publishing models.
- Seek and respond to feedback from the UAL community.
- Manage collections in a sustainable way.
- Review the Collection Development and Management Policy annually.

Purpose

The purpose of this policy is to provide guidance to the library staff who develop and manage our collections, and to provide transparency to the UAL community who use our collections. The policy also enables us to respond in an agile way to developments in the university's academic portfolio and changing research interests.

The UAL community who use our collections are:

- All students enrolled on validated courses and short courses
- UAL staff
- Students enrolled on pre-sessional courses
- Visitors to the libraries and archives
- Alumni (past staff and students)
- Affiliate and partner institutions

Responsibilities

Staff across Library Services have responsibilities related to collection development and management, indicated following each policy statement, with the relevant workflows.

Key:

- ASL: Academic/Asst Academic Support Librarian
- ASM: Acquisitions, Subscriptions and Metadata
- DAC: Digital Archives and Collections project
- CDMT: Content & Discovery Management Team
- CMG: Collections Management Group
- CSG: Customer Services Group
- LRM: Learning Resources Manager
- PDA: Patron Driven Acquisition
- R&S: Resources and Systems
- RSDG: Resource Selection and Discovery Group
- RSG: Research Support Group

Collection development policy statements

Selection criteria

Purchases are made in the most appropriate format to meet needs, with the following selection criteria

- Increasing the diversity of authors and narratives in our collections
- Academic level/target audience
- Authority/reputation/positionality of the author/publisher/ maker
- Information value and currency of content
- Value for money e.g. durability, cost per use, license restrictions
- Relevance to teaching, learning and research programmes
- Sustainability of formats and ability to preserve them
- Relationship to the rest of the collection
- Quantity and quality of illustrations where appropriate
- Accessibility, for example options for print and/or electronic access
- Items are purchased in languages other than English to increase the diversity of collections and where there is a high level of visual content
- International scope and geographic coverage

Additional selection criteria apply to e-resources (see *Appendix 3: Acquisition of e-resources*)

CD1 Developing collections

1.1 Reading lists

Our priority is the acquisition of materials on reading lists: we purchase a minimum of one copy per title in the course handbook, or assignment brief where provided.

ASLs will purchase an e-copy of an essential reading list text where available.

Purchase of additional copies is demand led rather than formula driven. The decision is made by the ASL, in line with the *Subject collection and retention guidelines*

ASLs can advise their course teams when material is not available for purchase, and suggest alternatives or digitised texts on Moodle (via EHESS)

Responsibility: ASLs

Appendix 4: Document supply

Appendix 7: Subject collection and retention guidelines

1.2 General collection development

ASLs use their expertise to develop collections, in liaison with course teams and students. They cultivate subject knowledge and professional awareness to enrich and diversify collections beyond reading list requirements and advise academic staff on new and relevant resources to support teaching, learning and research.

Format:

<u>Serials</u>: Our policy is to always purchase campus wide online serial subscriptions where they are available. Print copies are taken as an exception, for example, where there is significant visual content, or no e-version is available.

<u>Monographs</u>: ASLs consider the purchase of e-books where high demand is anticipated; in addition, they will purchase complementary physical copies to enable sufficient access.

<u>Audio Visual material</u>: Recognising that DVD is a transitional format we will concentrate selection on specialist items not available via streaming services and those with relevant additional content. In addition, we use streaming services such as Kanopy and Box of Broadcasts to provide access to new material.

Duplication:

Duplication of resources across libraries is kept to a minimum and only when this is necessary to meet college academic needs in line with the *Subject collection and retention guidelines*

Value for money:

We acquire resources in a cost-effective way, considering the availability of nationally or regionally negotiated agreements (for example the Joint National Books Framework Agreement) and prioritise the purchase of e-resources with licences negotiated by Jisc Collections. However, we also recognise the need to work with smaller suppliers to diversify our collections.

Accessibility:

Our aim is to provide collections that are accessible and provide accessibility statements on our major platforms and resources; additional services are offered to disabled and dyslexic students, information is available on the Library Services web site.
<u>Responsibility</u>: ASLs, Assistant Librarian (Access & Inclusion)

Appendix I: Acquisition of monographs

Appendix 2: Acquisition of serials

Appendix 3: Acquisition of e-resources

Appendix 7: Subject collection and retention guidelines

Key Performance Indicator

☐ 80% of print books will be available within 6 weeks of being ordered.

☐ 80% e-books will be available within a week of being ordered.   <u>Responsibility:</u> ASM, RSDG, ASLs

CD 2: Course development and validation

As part of the course team library staff are active partners in the validation of new courses. They attend the validation meeting and provide guidance to academic staff on appropriate resources throughout the validation process. The LRM signs off the final documentation which includes the resources to be allocated, in negotiation with the course teams.

Where provision for a new course presents significant cost or space implications, the ASL will raise this with the LRM as soon as possible, and before sign-off, in order for funding for collection development to be sought.

Document supply is used to enhance the provision of resources to meet course needs, and texts are made available through the VLE, Moodle, in line with CLA licence requirements. Material is obtained using the British Library Higher Education Scanning Service (EHESS).

Responsibility: ASL, LRMs, ALG (refer to Lib Guide for ASLs), Discovery Managers

Appendix 4: Document supply

CD 3: Supporting research

Mainstream collections are developed to support research as well as teaching. Collection development is responsive to research programmes and priorities, and we monitor the areas of research of our PhD students in order to develop collections. We also encourage research based on archives and special collections.

Where a researcher's interests fall outside the scope of UAL library collections, we advise on other collections that they can access, and obtain materials on inter-library loan.

Responsibility: ASL, RSG

Appendix 4: Document supply

CD 4: Student and staff participation in collection development

Library users directly participate in collection development through user-driven selection of e-books and streaming media (Patron Driven Acquisition, or PDA), as budgets allow. This complements the acquisition of material from reading lists and selection by library staff.

We encourage suggestions for purchase from students and staff including through specific initiatives to support the diversification of our collections.

We analyse student responses to our collections through usage statistics, loans data including inter-site reservations, and surveys (NSS, US, PTES, PRES) to inform collection development.

Appendix 5: User suggestions

CD 5 Document supply

We respond to requests for inter-library loans, purchasing items that meet selection criteria, and provide guidance on the use of external collections. We use EHESS to add texts to Moodle in line with the CLA licence, and work with course teams to link to our online content to maximise access to resources for students.

Responsibility: CSG, RSDG, CMG, ASLs

Appendix 4: Document supply

CD 6: **Developing rich and diverse special collections**

Special collections are highly valued for teaching and research: we are committed to their development and care and to maximising access to and use of these collections.

Our special collections mainly reflect the teaching and research interests of the college where they are held, though they are available to all staff and students. There is some duplication of type of collection across the college libraries where this is appropriate to college needs. (E.g. zine collections).

Proposals to develop new special collections should use the *New Special Collection Development Proposal* (Appendix 6). Proposals go to the Content & Discovery Management Team for approval before implementing, in order to ensure ongoing resourcing of the collection and overall strategic fit.

Major donations to special collections follow the *Archives, Museums and Special Collections Acquisition Policy*, and are approved by the University Archives, Museum and Special Collections Advisory Board.

Responsibility: ASLs with responsibility for special collections, LRMs, CDMT, Archives, Museum and Special Collections Advisory Board.

Appendix 6: New special collection development proposal

Appendix 11: Archives, Museums and Special Collections Acquisition Policy

CD 7: Materials and products collections

Materials and products collections are held at CSM and LCF libraries: they represent current and emerging trends in the fields of textiles and manufacturing materials, enabling research into the contemporary use of materials and processes relevant to art and design practice, including sustainable design and production.

Materials are sourced from trade fairs and specialist conferences and events. In addition, a variety of manufacturers and suppliers visit on a regular basis, bringing samples of new materials to add to the collections. We hold suppliers' and manufacturers catalogues, where these are not available online, as well as reference books on materials and materials technology.

Samples are updated on an ongoing basis to maintain an emphasis on the new and innovative; older items are disposed of rather than archived. Such collections are increasingly rare in HE institutions, adding to their value as resources for research and practice.

Collection management policy statements

There is finite space for collections in our libraries, which is balanced against the need for space for other purposes. We therefore actively manage our collections, in response to changing teaching, learning and research needs.

CM1. Actively managing our collections to ensure their currency, relevance and condition

In line with stock editing criteria, local academic need and the *Subject collection and retention guidelines* we:
- Review renewal of e-resources and serials annually
- Apply the Workflow for Lost and Missing Items, termly
- Review the entire main collection at each library, over a 4-year period
- Complete a stock check of one library each year (i.e. a 6-year cycle)

Responsibility: CSG, CMG, RSDG

We participate in national collaborative collection initiatives, such as the National Bibliographic Knowledgebase (NBK), and follow developments relating to the UK Research Reserve (UKRR).

Responsibility: CDMT

Appendix 7: Subject collection and retention guidelines

Appendix 8 Stock editing

Appendix 9: Lost and missing items

CM2. **Disposal**

We regularly withdraw items of stock from libraries and scrutinize subscriptions at renewal. ASLs offer withdrawn books or bound journals in good condition to the UAL library with the most relevant retention responsibility.

If the withdrawn items are not suitable for any UAL library, they are disposed of using any of these methods:
- Offer to other libraries in the art and design sector, if appropriate, e.g. via ARLIS/UK & Ireland
- Donate to book charities, such as BetterWorldBooks
- Dispose of to UAL staff/students
- Take advice from UAL sustainability colleagues on how best to dispose of items ineligible for the above (e.g. damaged) and promote sustainability criteria within consortia purchasing decisions.

Responsibility: CMG, ASLs.

Appendix 7: Subject collection and retention guidelines

CM3. Managing donations

The libraries and archives receive many offers of donations, which need to be actively managed. We assess proposed donations by following the *Archives, Museums and Special Collections Acquisition Policy* (includes the *UAL Acceptance of Gifts Policy*)

Responsibility: CDMT, SMT, Archives Museum and Special Collections Advisory Board

Appendix 10: Donations workflows

Appendix 11: Archives, Museums and Special Collections Acquisition Policy

Appendix 12: Donation Agreement Questionnaire from Legal Services

CM4. Preservation and care for our physical collections, in line with national and international standards

We take a proactive approach to managing the condition of collections, to maximise use, as monographs and bound volumes frequently have a long shelf life. We repair books where this represents better value for money than the cost of a replacement.

We refer to the *Archive, Museum and Special Collections Management and Development Policy* (Available from ASCC) for guidance on collection care and preventive conservation.

Selected journals are bound on an annual basis.
Responsibility: CMG, ASCC team.

CM5. Preserving non-book formats that are in danger of becoming obsolete, where the content is of lasting value

We assess the value of unique content on vulnerable media, e.g. VHS, and CD and make recommendations for migration to avoid obsolescence using the frequency and standards suggested by The UK National Archives, and industry leaders (including the Digital Preservation Coalition)
Responsibility: CMG, CDMT, Digital Preservation & Access Manager

CM 6. Preserving and managing our born digital and digitised collections

We use a Digital Preservation System (Preservica Cloud Edition) in liaison with the Digital Preservation & Access Manager for managing our born-digital and digitised collections identified for long-term preservation. Criteria for digital preservation are described in the *Digital Preservation Policy*.

Responsibility: CDMT, Digital Preservation & Access Manager

CM7. Scholarly communications and open access

Library Services curates and promotes the university's research outputs through UAL Research Online, the university's online open access research repository.

UAL PhD theses are available through UAL Research Online, and the British Library EThoS scheme. A physical copy of the PhD is also held in the relevant college library.

New publishing models for open access are supported, where the content aligns with our subject areas.

Responsibility: Scholarly Communications Team, R&S Discovery Managers

CM8. Disaster planning

We refer to the university's Disaster Response Plan in the event of a serious incident impacting collections.

https://artslondon.sharepoint.com/sites/CanvasContent/Documents/Estates/Disaster%20Response%20Plan/Disaster%20Response%20Plan%20Abbreviation%20V1.1%20-%20Final%20(PDF%201.5%20MB).pdf

Library Services is a member of Document SOS, disaster recovery and restoration service. The service is available 24/7.

http://www.documentsos.com/

Emergency phone number 0785 034 5154

membership number is **E492**.

Responsibility: all library staff

Appendices:

Collection development

Appendix 1: Acquisition of monographs (CD1)

Appendix 2: Acquisition of serials (CD1)

Appendix 3: Acquisition of e-resources (CD1)

Appendix 4: Document supply (CD2)

Appendix 5: User suggestions (CD3)

Appendix 6: New Special Collection development proposal (CD4)

Collection management

Appendix 7: Subject collection and retention guidelines (CM2)

Appendix 8: Stock editing (books) (serials and AV)* (CM1)

Appendix 9: Lost and missing items (CM1)*

Appendix 10: Donations (special collections and general library collections) (CM3)

Appendix 11: Archives, Museums and Special Collections Acquisition Policy (CM3)

Appendix 12: Donation Agreement Questionnaire from Legal Services (CM3)

Key: * = Future development

Version 1.0 Approved by Collection Development and Management Team 29th January 2019.
Version 2.0 CDMT 14th July 2020