Introducion

Our collections inspire and inform teaching, learning and research at UAL. In addition to mainstream collections of monographs and serials, they include special collections (artists’ books, exhibition catalogues, and zines), materials and products collections, and artefacts, as well as historic and contemporary archives. The materiality of print remains highly valued in an art and design environment and is balanced by rich online provision. We also record and promote the intellectual work of the university, notably through UAL Research Online. In combination these collections represent a significant cornerstone of the University’s academic environment.

Collections reflect the core disciplines of the university - art, design, communication, fashion and performance, but our collections are increasingly interdisciplinary, reflecting developments in the university’s academic portfolio.

The University’s intention, expressed in the Academic Strategy 2018-20, is to place diversity at the heart of creativity, engaging our students in a transformative education. Library Services collections play a key role in meeting that ambition, and in enhancing the student experience more broadly, supporting the Learning Teaching & Enhancement Strategy and The Research Strategy.

While our primary users are the students and staff of the university, by nature of the position and history of UAL, 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), including 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**

These principles guide the overall development and management of our collections. We will:

- Develop one holistic collection which reflects needs across our Colleges, and supports the diversity of UAL’s teaching, learning and research landscape
- Develop inclusive and diverse collections, to foster a sense of belonging at UAL for all our library users
- Develop collections pro-actively and influence curricula in partnership with academic staff
- Make our collections discoverable through a range of physical and digital portals and showcases
- Advocate the principle of Open Access supporting new publishing models
- Seek and respond to feedback from the UAL community
- Manage our 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 portfolio of courses, and changing research interests.

The members of the UAL community who use our collections are:

- All students enrolled on validated courses and shore courses
- UAL staff
- Students enrolled on pre-sessional courses and those attending WP pre-enrolment programmes
- SCONUL members
- 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: these responsibilities are indicated following each policy statement, along with the relevant workflows.

**Key:**

- ASL: Academic Support Librarian (includes Assistant Academic Support Librarian in this context)
- DAC: Digital Archives and Collections project
- CBS: Central Bibliographic Service
- 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

- 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
- Language: Items can be purchased in languages other than English, where their visual content is of value, as well as to enrich the diversity of our library collections

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, and assignment brief where provided.

ASLs purchase an e-copy of a reading list text where there is high demand, and where available.

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

ASLs advise their course teams where material is not available for purchase, and suggest alternatives such as digitised texts (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 expertise and professional awareness, using publisher’s catalogues and other sources to enrich and diversify UAL collections beyond reading list requirements; they advise academic staff on new and relevant resources to support teaching, learning and research.

Format:

Serials: Our policy is the purchase of e-first UAL wide subscriptions. Print copies are taken, where the materiality of the serial is valued, e.g. significant visual content.

Monographs: Print format is the norm for non-reading list items. ASLs consider the purchase of e-formats where high demand is anticipated; in addition they may purchase complementary physical copies to enhance the student experience.
Audio Visual material: DVD is becoming a transitional format, so we are considering future options. In addition, we use streaming services such as Kanopy to provide access to new material.

Duplication:

Duplication of resources across libraries is kept to a minimum and is only accepted where this is necessary to meet local needs in line with the Subject collection and retention guidelines

Value for money:

We acquire resources in a cost effective way, taking into account the availability of nationally or regionally negotiated agreements (For example the Joint National Books Framework Agreement) and prefer to purchase e-resources with licences negotiated by Jisc Collections.

Accessibility of collections:

Our aim is to provide collections that are accessible; additional services are offered to disabled and dyslexic students, information is available on the Library Services web site. 
Responsibility: ASLs, Assistant Librarian (Access & Inclusion)

See Appendices for Acquisitions Workflows:
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.

Responsibility: CBS, RSDG, ASLs

CD 2: Course development and validation

Library staff are active partners in the validation process. ASLs attend the validation of new courses from Stage 2. They use their expertise to 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.

UAL institutes, such as the Creative Computing Institute, may also run validated courses. The library resource needs for these will be signed off by the Associate Director for Content & Discovery. As this is a new development at UAL, we will review this process annually.

Where provision for a new course presents significant cost or space implications, ASL will raise this with the LRM as soon as possible, and before sign-off, in order for funding for this 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, LRM, 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 and learning. Collection development is responsive to research programmes and priorities, and we also monitor the areas of research of our PhD students in order to develop our collections. We also encourage research based on archives and special collections.

Where a researcher’s interests fall outside of the library collection policies, 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

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

We encourage suggestions for purchase from students and staff (and through course teams, including student representatives) 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 (LibQual, NSS, US, PTES, PRES) to inform our collection development practices.

We respond to requests for Inter Library Loans, purchasing items where this would enhance our collections, and provide guidance on the use of external collections.

Responsibility: CSG, RSDG, CMG, ASLs

Appendix 5: User suggestions

CD 5: Developing rich and diverse special collections

Special collections are highly valued: we are committed to their development and care and to maximise access to and use of these collections.

Our special collections generally 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 to support and reflect teaching, learning and research initiatives 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, LRM, CDFT, Archives, Museum and Special collections Advisory Board.

Appendix 6: New Special Collection development proposal

Appendix 11: Archives, Museums and Special Collections Acquisition Policy
CD 6: Materials and Products collections

Materials and Products Collections are held at CSM and LCF Libraries: they aim to 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.

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, remaining agile and responsive 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, UAL course profiles, local need and the Subject collection and retention guidelines we:

- Review renewal of e-resources and serials, annually
- Apply 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 and contribute to 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, then to other libraries within UAL. This promotes holistic collection management.

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)

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). We follow these procedures before accepting any offers of gifts.

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 that are seminal texts, and where this represents better value for money than purchase 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.

We bind selected journals on an annual basis, in a co-ordinated way with regard to holdings across Library Services

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 content on vulnerable media, e.g. VHS, CD and make recommendations for migration to more stable media. We do this using the frequency and standards suggested by The UK National Archives, and industry leaders (including the Digital Preservation Coalition), guided by the Digital Archives and Collections (DAC) 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 Archives and Collections Manager, as the first-choice platform for managing our born-digital and digitised collections identified for long-term preservation. Criteria for digital preservation are described in the Digital Preservation Policy.

Our longer term aim is to develop a web-based discovery interface to showcase our digital collections resources within UAL and beyond.

Responsibility: CDMT, DAC Manager

CM7. Scholarly communications and open access

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

UAL PhD theses are made available through UAL Research Online, and through the British Library EThoS scheme. A physical copy of the PhD is also made available 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 Recovery Plan, Business Continuity Plan in the event of a serious incident impacting collections. Library Services is a member of Document SOS, disaster recovery and restoration experts. The service is available 24/7.

http://www.documentsos.com/

Emergency phone number 0785 034 5154

UAL membership number is E492.

Implement Library Services disaster plan locally as needed, and with reference to the UAL Disaster Response Plan

http://www.documentsos.com/

Responsibility: all library staff
Appendices:
Workflows and Policies (for internal use)

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)
Appendix 13: Non-book format migration (CM5) *

Key: * = Future development

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