Leeds Beckett University

Libraries and Learning Innovation

Collection Development Strategy 2019-20

1. **Introduction**
   The purpose of this strategy is to describe how funds are spent by LLI, in discussion and agreement with the Schools, on purchasing and making available a wide range of information and learning resources to support the curriculum. It also provides information on how LLI stores, manages and facilitates access to the wide variety of information and learning resources purchased to support the curriculum.

   Further information on the major resources that have been purchased, and the extent to which relevant resources have been used, is provided in the LLI Annual Report, one of which is prepared for and presented to each one of the Schools. The report summarises proposals and priorities for the forthcoming year and highlights areas of change and for development. Alongside a profile of the information resources purchased for and used by staff and students, the report provides data on the teaching and research support delivered to the School, and the range of support available. The report is discussed with the School, and academic staff are given the opportunity to comment or ask for changes.

2. **Electronic and Print Resources**
   2.1 Key resources
   The Library purchases a range of quality electronic and print resources to support the curriculum, in addition to guiding users to high quality free content, for example journals published on an open access basis. The majority of purchases are triggered by the content of the reading lists compiled by academic staff to support students studying on their modules. Academic Librarians are happy to provide support and advise on subject specific materials in a range of formats that may be included in reading lists.

   Information and learning resources are acquired in electronic format wherever possible; supplemented by appropriate print provision. This policy offers a number of advantages:

   - 24/7 access from both on and off campus
   - Availability of resources for distance learning courses
   - Simultaneous multi-user access
   - Reduced risk of loss or damage compared to print items
   - Availability of detailed usage data
   - Faster turnaround between ordering and availability

   For licensing reasons use of most electronic resources is restricted to registered users of our University and requires authentication. Access to all full-text electronic resources is available from both on and off campus. The authentication requirement excludes Open Access resources which may be freely accessed. Care is taken to maintain a representative collection which reflects the requirements of the individual subject areas.

To ensure that resources are readily accessible and discoverable by users, LLI has implemented a range of technologies, including the Discover search tool, which allows simultaneous cross-searching across a range of resources.

Strategic development of the collections is informed by the use of management data and usage statistics; and through benchmarking data against that of comparator Universities.

2.2 Textbooks and Monographs

Paperback editions of print books are purchased in preference to hardback, unless anticipated heavy usage justifies the additional expenditure on hardback copies.

Print and ebook provision is increased through processes which enable students and academic staff to select relevant books for addition to the collection. Listings of previously purchased print titles which have been newly released in electronic form are circulated to Academic Librarians; with the selected titles being acquired for the Library. Libraries and Learning Innovation is actively working with publishers and book aggregators to provide e-copies of highly-used books currently only available in print form.

Where print-only texts are subject to high demand and are unavailable either electronically or as additional print copies, some existing print copies will be designated as "Reference" or "Short Loan" copies to facilitate access. If materials are discovered to be unobtainable or licensing terms constrain usage, the School will be advised, to facilitate alternative arrangements or alternative resources. The latest edition of a textbook is provided where possible, with automatic purchase of key titles which are regularly updated to new editions. Where the difference between editions is not significant, earlier editions may continue to be made available to supplement access. Print books are shelved according to the Dewey Decimal system.

2.3 Multimedia Resources

A range of multimedia resources, including online image, video and music databases, DVDs, CDs, sheet music and computer games, are purchased to support courses. A comprehensive range of historic commercial VT and radio recordings, including transcripts, is available via the Learning Online resource.

Our University holds a license to record TV and radio broadcasts for use in teaching; relevant recordings may be requested by academic staff and are available via the Box of Broadcasts online resource, located on the Library resource webpages. This is available for use on- and off-campus within the UK.

2.4 Journals and Newspapers

Selection and retention of journal subscriptions to support teaching and research is determined by academic staff in conjunction with the Academic Librarians. Wherever possible, electronic access is preferred for the reasons outlined in paragraph 2.1 above. Dual print and electronic access or a print-only subscription is only provided where electronic access is restricted, problematic, tied to the print subscription or where online image quality is a concern.

Print journal volumes are bound only if they are not available electronically and are for permanent retention.

Electronic back-runs of journals are purchased wherever feasible and suggestions to extend backfile coverage should be submitted to the relevant Academic Librarian. Schools are asked to review journal subscriptions on an annual basis, and to ensure that an adequate proportion of funds remain available for the purchase of student texts. Where available, usage statistics for individual electronic journal titles are analysed to inform retention and renewal decisions.

Access to current and archival content of UK and foreign newspapers is available online. Selected foreign language print magazines are acquired to support taught programmes, as designated by academic staff. Print newspapers are retained for a limited period.

2.5 Reference Material
Access to selected reference material including encyclopaedias, directories, dictionaries, guides, almanacs etc. is provided in electronic and print form. The collection presents quick access to both historic and current factual information on a wide range of subjects and across many disciplines. Resources in electronic format are subject to the usual student/staff login procedures.

2.6 Access to Digitised Copies
Our University holds a Copyright Licensing Agency (CLA) licence which enables better use of LLI's existing print stock by permitting digitisation of chapters and journal articles, which are made available to students online via their online reading list and MyBeckett modules.

Digitised readings are stored in the CLA cloud based Repository known as the Digital Content Store (DCS) and accessed via a URL. Readings are available to the students enrolled on a particular module and may be accessed both on and off campus. Academics may request articles or chapters for digitisation via the online reading list system. Authentication is required if students are not already logged into MyBeckett.

The files produced are in pdf format with a Copyright Notice attached; outlining the terms of use. The files can be downloaded or printed but may not be edited. Guidance on the use of digitised copies is available through the Library's website.

2.7 Sensitive content
All materials added to stock are purchased on the basis of their relevance to teaching and / or research. Given that items are purchased to cover the breadth of a subject, it is possible that, on occasion, materials added to stock may be sensitive in nature, and some users may object to their content. All items in stock may be searched for and discovered through the library catalogue. On some occasions the decision may be made that certain items will not be kept on open display, although they will still be readily available, on request, from one of the Library Advice Points.

3. Access to Resources

3.1 University Repository

The research management infrastructure at Leeds Beckett comprises two separate but related software systems - Symplectic Elements research management system and EPrints Open Access repository:

Symplectic Elements research management system

Symplectic Elements collects all Leeds Beckett research activity in one place and provides a database of bibliographic records used to generate lists of publications on online staff profiles and to provide management reports for research activity across the University. It also enables files to be uploaded easily to the EPrints repository; no files are stored in Elements itself.

EPrints Open Access repository

EPrints Open Access repository manages full text files (i.e. authors' final accepted manuscripts) uploaded through Symplectic Elements, including any publisher embargo where applicable, and ensures that research outputs are discoverable and accessible on the open Web, as required under the OA policy for the Research Excellence Framework. When a file is uploaded from Elements to EPrints, it will also be available to download from an associated staff profile, as a link on the respective bibliographic record.

3.2 Article Processing Charges

LLI can provide advice on where authors may publish, including which publishers may provide discounts on their APCs based on our institutional journals subscriptions, and whether or not particular journals are considered as 'predatory' publishers. Applications for funding for APC payments should be made by authors through their Director of Research.

3.3 Provision of Alternative Formats

Some students require their textbooks to be provided in an accessible format, usually electronic, due to a print impairment. This term refers to students who cannot access printed text, most often due to a visual or physical impairment, or a specific learning difficulty. For these students LLI obtains accessible electronic formats of books from a variety of sources, including already purchased Library eBooks, RNIB Bookshare and directly from publishers. These books usually take the form of PDF files, which enable the student to view the book on a computer and use assistive software to have the book read aloud. The PDF files also enable the student to change the format of the book such as text size, font style and colour. An assessment of the need for this service will be made by Disability Advisers / Needs Assessors and will be detailed in the student's Reasonable Adjustment Plan / Study Needs Assessment.

3.4 Interlibrary Loans

The Interlibrary Loan service supplements the Library's collections, providing access to material not held within our University or available online. Staff, Research and Masters students and final year undergraduate students can apply for Interlibrary Loans. Requests from pre-final year undergraduates will be considered on the basis of need. If an essential item for a taught course is not available for either purchase or loan, please contact the relevant Academic Librarian.

3.5 SCONUL Access

LLI is a member of the SCONUL Access scheme; which enables most staff, research students, full time postgraduate students, part time and distance learning students to borrow materials from a selection of other academic libraries across the country. The scheme also grants full-time undergraduate students access to participating libraries to consult print materials within the library. Application is online via the SCONUL website https://www.sconul.ac.uk/sconul-access.

3.6 Guest Usage of Our Collections

Guest User membership is available, subject to approval, to non-Leeds Beckett Staff and students. Full details of guest membership categories are available on the Library website.

4. Collection Management

The collections serve the learning, teaching and research needs of our University. Their strategic development is informed by the use of management data and usage statistics and through benchmarking data against that of comparator Universities.

4.1 Suppliers

LLI participates in both national and regional consortia agreements to ensure that maximum value for money is achieved. The choice of supplier is determined by these agreements, or by LLI staff on the basis of value for money and level of service if no agreement supplier can fill the order. Supplier performance, including supply times and quality of service, is monitored and reported regularly.

4.2 Maintenance of Collections

Collections are reviewed regularly to discard obsolete or damaged items.
Items will be withdrawn from stock if they are:

- in a subject no longer taught or researched in our University; and which is unlikely to be re-introduced
- works containing out of date information, e.g. superseded editions of textbooks or directories
- damaged beyond repair (to be replaced if possible)
- unnecessary duplicates, particularly where electronic access is provided

Withdrawn items which are of potential use elsewhere will be offered for re-sale or given to another institution if appropriate. Any funds thus obtained form part of the Library income. De-selection of stock is undertaken by the subject's Academic Librarian, often in combination with academic staff, and informed by management data from the Library Management System.

Print serials are retained according to a retention schedule agreed with each School.

5. Specific Collections
5.1 Dissertations and Theses

Dissertations prepared as a partial requirement for an undergraduate (BA, BSc) or taught postgraduate (MA, MSc) degree are treated as normal bookstock, added to stock on merit and held for a limited period. They can be assigned a reference or loan status. A selection of theses prepared by Leeds Beckett University students as the sole requirement for a Masters

(MPhil, MRes) or a Doctorate (PhD) are added to the collection as 4 hour loan stock; a larger collection may be held within the relevant School. The theses held in the Library remain the property of the student and are 'lodged with' the Library in agreement with Schools. Electronic access to increasing numbers of UK theses is available through the British Library's ETHOS service; the Interlibrary Loans service can provide more information.

5.2 The Archive and Special Collections

Special Collections support the research and teaching activities of our University but for reasons of fragility, rarity, provenance or conditions of deposit these materials are housed and managed separate to the main collections. Supervised access is available for academic staff, students, and researchers – both internal and external to our University. Further information is available via http://archives.leedsbeckett.ac.uk.

The Leeds Beckett University Archive provides a repository for the historical archives of our University and its predecessor colleges and institutions. The Special Collections comprise several unique collections with thematic links in the fields of Architecture, Art and Design and Social History. These include both internal University collections, and collections on deposit from external organisations. Materials offered to the University for donation or deposition are assessed on their relevance to subjects taught at our University or existing collections.

The online archive provides access to bibliographic descriptions of selected items in the Collections as well as some photographs, videos and facsimiles. This service is in development and further materials continue to be added over time.

5.3 School Practice

The aim of the School Practice collection is to support students on courses leading to qualified teaching status (QTS), including Primary Education, Secondary Education, and Early Childhood Education, as well as students studying on Childhood Studies and Education Studies courses and those interested in children's literature. The collection primarily exists to provide examples of practical resources to aid children in learning, and therefore aid teaching on placement in the educational sector. As such, we actively seek resources that reflect the many facets and dimensions of diversity. This collection complements the resources aimed at the teacher: teaching practice and academic texts, which are primarily shelved in the main book collection.

5.4 Law Collection

The main Law Collection is located at the Sheila Silver Library. This collection is accessible to all students and staff at our University, as well as Guest Users, and includes a range of information across the wide range of legal subjects. The print collection includes key legal textbooks, other books for background reading, key legal journals, an archive of the ICLR Public General Statutes, several major law report series, plus some more specialist series. A range of online legal sources are licensed for use by Leeds Beckett staff and students, accessed via the Library website.

There is a secondary Postgraduate Law Collection funded by and housed within The Law School. This is for use by Postgraduate Law students only, plus School staff and members of the Leeds Law Society.

5.5 Language Resources

An extensive range of language learning materials, to support taught courses, and the Part-time Language programme are available within both Libraries. These items are interfiled with the main bookstock. Materials are selected for purchase on the basis of academic recommendation. Materials required as teaching aids and which cannot be made available for general use on open access should be purchased by the department in question.

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Appendix A: List of multidisciplinary database / journal subscription packages purchased annually from central LLI budget.

Academic Search Complete

Alexander Street Press Videos

Artstor

ASTM Standards and Engineering Digital Library

BBC Listener Historical Archive 1929-1991

Box of Broadcasts

British Standards Online

Business Source Premier

CINAHL Complete

Digimap

Emerald

Fame (Bureau Van Dijk)

IbisWorld

IEEE/IET Electronic Library

Journal Citation Reports (JCR)

JSTOR (Arts and Sciences I, II & III collections)

Kanopy

Lexis Library

Literature Online

Mergent Online

Newsstand

Osiris (Bureau Van Dijk)

Oxford Dictionary of National Biography

Oxford Reference Online

Oxford Scholarship Online

Planex, The Idox Information Service

Portico

PressDisplay

Project Muse

PsycARTICLES

PsycINFO

PsycTESTS

Routledge Performance archive

Sage Journals Online

ScienceDirect

Scopus

Springer Journal Deal

Taylor and Francis

Times Digital Archive

Westlaw UK

Wiley Interscience