



Collection Development Policy

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1 Introduction

The purpose of this Collection Development Policy is to assist Library partners understand and interact with the Library Service at Cardiff Metropolitan University.

The policy contains information on how we assign funds, select material, review that material and alternative methods of accessing material via the Library Services.

The policy is linked to the [Library Services Action Plan 2015-16](#). We commit to reviewing the Policy annually.

2 General Policy

2.1 Academic Librarians

A team of Academic Librarians, each with responsibility for an Academic School work closely with Academic staff. The Academic Librarian will:

- Maintain and develop collections to support learning, teaching and research
- Ensure that items on module reading lists are readily available
- Attend Course committees and other meetings as appropriate
- Engage in a process of regular stock review, through analysis of usage figures to inform selection, acquisition and removal of resources to ensure collections are fit for purpose
- Regularly communicate with the Academic School regarding budget allocation and stock provision

The ultimate responsibility for ensuring the purchase of new resources lies with the Academic Librarian.

2.2 Academic staff

In order to enable us to meet the above, it is essential that Academic staff:

- Provide appropriate information about module reading in a timely manner
- Include and invite Library staff to appropriate School meetings
- Suggest appropriate resources for purchase
- Use the digitisation and inter-library loan Schemes when appropriate

2.3 Funding

The budget currently supports teaching, learning and research. Budget will be allocated to Schools on the following basis:

- Recurrent expenditure on subscriptions for databases and journals and e-book collections will be top-sliced
- Patron-driven acquisition will be top-sliced from the remaining budget for books
- The remaining book budget will be split amongst the Schools using HESA FTE numbers



The Academic Librarian manages the budget in close consultation with the School.

Additional School contributions are sometimes made to Library funds, usually being earmarked for specific Journal titles, as contributions to electronic database purchases, or for other purchases.

3 Collections

Selection of materials is the shared responsibility of Academic and Library staff.

All staff and students are encouraged to recommend materials for purchase.

- We require Academic staff to make the Academic Librarian aware of any urgent need for stock
- We ask staff to submit orders prior to September.
- Recommendations can be made to the Academic Librarian for the School via e-mail or through the online request form: https://ife.qualtrics.com/form/SV_39sRhwQdKJymchT.
- All recommendations from Schools should be made to the Library by the end of April every year.
- A single copy is purchased of any book not required for teaching purposes.

Library Services staff are able to advise on a School by School basis.

The Academic Librarian will monitor publishers' web sites and publications for new editions of books held in stock and where appropriate purchase the newer edition.

3.1 Reading lists

Library Services, at present do not have a reading list software solution. Academic staff are encouraged to send reading lists ASAP to their [Academic Librarian](#).

The Library will purchase eBook versions of books on reading lists by default (plus print paperback copies as needed). If no eBook version is available, multiple copies of paperbacks will be purchased.

Recommended ratios for purchasing books:

Key texts	One copy for every ten students
Recommended texts	One copy for every thirty students

Loan Periods available:

4 hour loan
2 day loan
1 week loan
3 week loan
Reference

Loan periods need to be specified when requesting material.

[Digitised](#) content of book chapters and Journal articles can also be supplied for Moodle.



3.2 E books

The library has access to several eBook platforms which enables the purchase of titles relevant to teaching and research.

- The Academic Librarian is responsible for selecting the suitable platform based on student numbers and budget.
- Please contact your Academic Librarian for the various models that are available.

3.3 Journals

New subscriptions will be purchased in electronic format only unless requested by the School. The Journals renewals process followed by the Library is as follows:

August	Renewal information received
September	Academic Librarians liaise with Schools regarding renewals
October – December	Usage data is used to make a decision on the renewal/conversion or cancellation of title in consultation with the Schools
December	Renewal decisions communicated to supplier
January	Journals invoice paid

- Past issues of Journals are only purchased should funding be made available.
- The Library's policy is not to maintain print collections where we have access to the electronic version.
- Care will be taken to preserve access to print holdings according to individual School requirements.
- All Journal subscriptions are subject to review on an annual basis to ensure the subscriptions maintained are used, relevant and fit for purpose and match the needs of the School.
- Requests for new Journal subscriptions are welcome and will be considered alongside current subscriptions.

3.4 E Resources

Decisions on new database subscriptions and acquisition of other electronic resources will be made after a process of evaluation and review based on a trial period of access to the resource from the supplier.

Suggestions for databases to which a School would like to subscribe are welcome.

Due to licence restrictions access to some e-resources may not be accessible to external users of the Library. These include:

- Franchise partners (staff)



- Franchise partners (students)
- International Students
- Alumni
- Students enrolling on short courses

Please check with your Academic Librarian for further information.

3.5 Audio/visual and Multimedia Resources

- DVDs can be purchased for student use.
- Other materials, e.g., CDs and audiobooks will only be purchased in exceptional circumstances.
- Library equipment to view these materials cannot be guaranteed. Library Services also provide access to 100,000 analogue slides for Art & Design.
- The preferred format for acquisition of images is digital.
- If there are any further requests not covered by the above, please contact your Academic Librarian.

3.6 Special Collections

The Special Collections Policy outlines the aims and objectives for the care and development of the Special Collections held at the University. Library Services host a number of Special collections.

These include:

Collection	Location
Artists' Book Collection	Llandaff
Ceramics Collection	Llandaff
Clinical Practice	Llandaff
School Experience	Cyncoed
Welsh Collection	Cyncoed

These collections come with different borrowing rights. Please contact your Academic Librarian for further information.

3.7 Theses

- The Library no longer takes hard copy dissertations for any of the undergraduate and Master's courses run at Cardiff Met.
- Schools load dissertation material to DSpace.
- Doctoral theses are added to DSpace by Library staff with copies obtained via Registry.

3.8 Research papers

The University's institutional repository for storing its research output is known as Dspace.



- Dspace aims to make the full text of publications freely available where possible and also to act as a publications database to facilitate reporting for the REF.
- Content in Dspace can be found through search engines, so authors benefit from maximising the visibility of their publications and therefore their research impact.
- School staff are required to add bibliographic information for their publications to Dspace and are also strongly encouraged to add the full text of their publications to Dspace, where this is possible.

In order to support the principles of Open Access, Cardiff Met requires its researchers to endeavour to make the research outputs they produce freely available whilst fully complying with the publishing requirements of their research funders.

4 Inter-Library Loans

An inter-library loan service is available for items which are not held in Cardiff Metropolitan University. This is encouraged as an alternative to purchase for non-course materials.

- Staff and students can order their Inter Library Loans using the eRequesting form online.
- Journal articles can often be delivered electronically via our eDelivery Service.
- A photocopy is only requested if there is no other way of delivering the article electronically.

Books are obtained via the British Library and any other lending institution where the item has been located.

5 Collection review

Library Services in conjunction with the School are, responsible for collection review on an annual and recurrent basis.

- We carry out a regular programme of stock editing, record improvement and reclassification in consultation with the Cataloguing Working Group, usually during the summer vacation.
- Small scale, routine stock withdrawals are part of the ordinary collection management process.
- Schools are consulted about any significant stock editing which affects their collections.
- Primarily Collections must be discoverable, accessible and used.

6 Withdrawal

Reasons for withdrawal of stock include:

- Textbooks and reference works being superseded by new editions
- Multiple paper copies being replaced by an eBook
- Damaged items being beyond repair and not meriting replacement
- Material no longer being relevant to the University's research or teaching

Items withdrawn from stock but in good physical condition are offered to:



- Students
- Academic Schools
- Franchise partners

The University makes use of a disposal agent (Betterworld) to dispose of any unwanted material. This company try to avoid the use of landfill and ecologically dispose of material.

Library services reserves the right to remove stock if the material is not fit for purpose, high quality and does not meet the learning and research needs of the University.

7 Donations

Donations are accepted on the proviso that:

- They have academic relevance and are of a quality fit for lending and reference purposes.
- Library Services are only able to accept limited donations.
- Donations, if accepted need to be brought to the Cardiff Metropolitan University campus they are being donated to – we cannot collect.

The Library welcomes donations which are:

- Academically relevant
- Suitable for loan

Materials are accepted on the understanding that they become the property of the University, and the Library will dispose of any unwanted material in line with the University's environmental Policy.

