**Writtle University College Library**

**Collection Management Policy**

**March 2019**

**Introduction**

The library collection comprises of a range of material held in different formats – primarily print and/or electronic. The purpose of the library collection is to support the learning, teaching and research aims of the University College. The library seeks to keep a balanced and high quality collection by managing the purchase and withdrawal of materials.

**Acquisition of material (books)**

**New stock** will be purchased to meet the requirements of current courses, teaching and research being delivered at Writtle University College. Priority will be given to obtaining resources for undergraduate and postgraduate taught courses.

It will be the decision of the librarians to make purchasing decisions in their specific subject areas. This activity will include one or all of the following:

* Liaison with academic staff
* Reading list requirements
* Identifying newly published material
* Establishing what existing stock is available within a subject/topic area

Individual items will be assessed by the librarians in terms of:

* Author – to include reputation
* Item – to include currency; relevance to learning, teaching and research; cost

The number of copies purchased for a particular print item will generally follow these criteria:

* Core reading list items: taking account of the number of students/modules the title supports multiple copies will be purchased usually up to a maximum of six copies.
* Further reading and background reading items: usually no more than one copy. Only where the item is readily available.
* Where available, access to eBook titles will be considered to support wider access to core text provision and to allow remote access.

From the time of request, new stock will normally take eight weeks until it is available to readers. This takes account ordering, delivery and processing. Where a member of staff has requested specific titles, they will be contacted individually once the item is available for loan.

**Donations**

Donations will be considered on a case-by-case basis. Addition of any items to stock will depend on condition, currency and relevance. The individual donating the item(s) must be made aware on their initial contact with the library, that the librarian does not guarantee the item will be added to stock and reserves the right to dispose of any of the donated items as they see fit. If the items constitute a ‘random’ selection of books, the library will not accept more than 50 items without the prior agreement of the Lead Librarian.

Any individual wanting to donate a significant personal library collection to the institution should be offered an appointment with the University College archivist and/or Lead librarian before any decision is made.

**Collection maintenance**

**Damaged items** will be repaired where possible. If an item cannot be repaired or is in poor overall condition, consideration will be given to obtaining a replacement copy. This decision will take account of usage, currency and availability.

**Lost items** will normally be replaced.

In both of the above cases if the item was in the possession of a library user, a percentage of the cost will be recovered from that individual.

**Stock editing and withdrawals**

Stock is regularly reviewed to ensure the collection up-to-date, relevant and in good condition. Items will be considered for withdrawal by the librarian on the following criteria:

* Old editions: where newer ones are available
* Usage of the item (normally not borrowed in last 5 years)
* Material is out of date or misleading with current understanding
* The subject is no longer taught at the University College

The librarians may liaise with academic staff on specific titles being considered for withdrawal. The librarians will ensure all items for withdrawal are removed from the library catalogue and the physical item processed as withdrawn. Withdrawn stock may be sold or otherwise disposed of.

**Dissertations**

A rolling programme of deleting and removing undergraduate and masters dissertations held in print by the library is carried out. PhD theses produced in print are held indefinitely in the library store.

**Storage**

The majority of the print book collection will be held in the main library. A small number of low use books are kept in the library store. These are listed on the catalogue and can be requested by users at the library counter. Items will generally be retrieved from the store for customers once a day, Monday to Friday only. During shorter vacation times, individual requestors will be advised when the item can be retrieved.

**Accessibility**

The librarians recognise the increasing need for learners and staff to be able to access information 24/7 and often remotely from the institution. With this in mind, the majority of journal subscriptions are in electronic format rather than print. Print is only acquired for titles which are either not available electronically or in subject areas which benefit from print availability (visual arts type material).

The book collection remains predominantly print based. The acquisition of eBooks is guided by availability. In many subject areas delivered by the institution these are limited. The librarians will continue to expand the eBook collection where practicable.