University Library

UNIVERSITY OF LEEDS

Collections Strategy for Leeds University Library

April 2011

Contents

Introduction	p. 3
Context	p. 3
Categorising collections	p. 3
Managing collections	p. 4
Using collections	p. 4
Conclusion	p. 5
Appendix	p. 6
Library Collection Development and Management Policy	

Introduction

The Library's distinctive collections are central to research, scholarship and education at the University. They provide the information base for the University's academic work, and are a repository for the University's research outputs and learning resources. The Library will continue to curate its rich assets, combining print and digital to ensure the currency, depth and breadth of information appropriate to the University's needs. The Library recognises that all information sources, regardless of format, will be transformed by digital technology as new opportunities for storage, resource discovery, collaboration and dissemination become possible. The Library is playing a leading role in realising these opportunities, and in so doing will maximise access to content, whether locally held, or hosted elsewhere.

Context

The Library has long standing print, microform and manuscript collections. In many areas these are distinctive nationally, and, in some cases, internationally. The Library's Special Collections in particular provide a core of material which is either rare or unique. However, beyond its physical collections the Library is also at the forefront of providing access to, and curating, digital content. It is the creation, curation and preservation of digital content that will enable the Library to continue to provide continued access to wide ranging information sources as patterns of teaching and research within the University shift. It is also the embedding of digital technology that will enable the Library to maximise usage of all the content to which it can offer access and support. So, the Library's ownership of physical items is not now the only measure of its ability to serve the University community. Its ability to procure, curate and promote access to all types of content is equally important.

The Library therefore needs to manage its resources to provide both for the ongoing curation and exploitation of items in whatever format, as well as for the acquisition of access to new material. In order to strike this balance the Library will categorise its collections on a subject by subject basis. The starting point for this categorisation will be the nature of the material already owned by the Library. The consequences of this categorisation will affect the amount of resource spent in storing, preserving and investing in the ownership of materials (of whatever format). Where new areas of interest within the University emerge which are not well served by the Library's existing provision, the Library may therefore seek to provide access to, rather than purchase, necessary materials.

Whilst many of the Library's collections are distinctive, the challenges the Library faces in curating collections of material in diverse formats are not unique. Collaboration with other library and information organisations offers the opportunity to place access to information resources for the future on a secure and cost effective footing. The Library will therefore continue to pursue those collaborative ventures which it judges of benefit to the University community.

Categorising Collections

The Library will categorise its collections in order to make best use of its resources for acquisition, subscription, storage, preservation and digitisation. Judgements will be made on the basis of materials which are owned by the Library. Collections will not be categorised at the general level but at a specific level. The proposed collection categories are:

- **Heritage**: Collections of internationally or nationally significant depth and breadth which the Library will continue to develop.
- **Self-renewing**: Collections which do not have sufficient depth or breadth to be of national significance, but which are required to meet the needs of current research and teaching. Material will only be retained within these collections for as long as it is required for teaching or research.
- **Legacy**: Collections which have historic strength. These may, in reflecting the output of a particular period or person, be of international or national significance, but they will not have been developed to

reflect current and recent research. Where these do not meet current research and teaching needs these will not be added to using Library funds.

- **Finite**: These are collections which have neither historic strength, nor relevance to current teaching and research. These collections will be considered for withdrawal.

In this way the Library will identify those collections of significance which should be preserved for long term future use, whilst continuing to support the teaching and research needs of the present through access to relevant content.

Managing Collections

The way in which the various subsections of collections are handled will be determined by their categorisation, as indicated below. Further information about the Library's policies on conservation and preservation, digitisation, e-content, donations and collection development and management are included in the appendices.

Heritage collections have historic strength and will be actively developed as live collections, able to respond to current teaching and research. Access to material will be via the most appropriate route, but outright ownership will always be considered. Items will not normally be withdrawn from these collections, but measures will be taken to preserve material of all formats contained within them. To develop these collections, items may be transferred in from elsewhere through collaborative collection development schemes, or received as donations.

Self-renewing collections relate only to current research and teaching interests, and as such items within these collections will be regularly considered for withdrawal from Library stock. Access to material will be via the most appropriate route. These collections will not generally require measures to ensure long term preservation, however items may be digitised to facilitate current teaching or research. Material will not be transferred into these collections from elsewhere through collaborative collection development schemes, or received as donations, unless to satisfy a specific academic need.

Legacy collections have historic strength, but will not be actively developed as live collections. Items will not normally be withdrawn from these collections, but measures will be taken to preserve the material of all formats contained within them. Material may be added from elsewhere through collaborative collection development schemes, or received as donations.

Finite collections have neither historic strength, nor relevance to current research or teaching. They will not be added to, either through purchases or donations, but may be withdrawn from stock, or transferred elsewhere through collaborative collection development schemes. No measures will be taken to preserve these collections.

The Library recognises that parts of its collections play a supporting role to other collections within the Library, for example General Reference, or General Journals. These collections will not be treated in isolation, but the relevant sections considered in relation to the subject specific areas to which they relate.

Using Collections

In relation to the Library's collections, within the constraints of the Library's budget, users can expect:

- The Library to give access to materials to meet current research, teaching and learning needs.
- The Library, within heritage areas, to give extensive access to primary and secondary material.
- The Library to facilitate or purchase access to relevant resource discovery tools.
- The Library to provide appropriate storage and preservation pathways for teaching and research materials where appropriate.
- To use the Document Supply Service to augment local provision.
- To travel to access primary source material not available from Leeds University Library.

Conclusion

The Library will review its Collections Strategy as it reviews its overall Strategy Plan. This will ensure the Library's collections serve the University into the future, and that the tools available for their exploitation match the expectations of the scholarly community.

Leeds University Library
April 2011

University Library

UNIVERSITY OF LEEDS

Appendix
Collection Development and Management Policy for Leeds University Library

April 2011

Contents

1 Purpose of the policy		p. 3
2 Collection development		p. 3
2.1	Aims of collection development	p. 3
2.2	Library's materials budget	p. 3
2.2.1	Resource Allocation Model (RAM) process	p. 4
2.2.2	Allocations for schools arising from the RAM	p. 4
2.2.3	Special Collections	p. 4
2.3	Acquiring and/or providing access to resources	p. 5
2.3.1	General principles	p. 5
2.3.2	Resources for learning and teaching	p. 6
2.3.3	Resources for research	p. 6
2.4	Gifts, exchanges and deposits	p. 7
2.4.1	Gifts	p. 7
2.4.2	Exchanges	p. 7
2.4.3	Deposits	p. 7
3 Collection management		p. 8
3.1	Aims of collection management	p. 8
3.2	Location and loan of stock	p. 8
3.3	Collaborative collection management	p. 9
3.4	Cataloguing	p. 9
3.5	Retention	p. 10
3.6	Preservation and binding	p. 10
3.7	Stock editing	p. 10
3.7.1	Printed books	p. 11
3.7.2	Printed journals	p. 12
3.7.3	Non-print items	p. 12
3.7.4	Stock disposal	p. 12
4 Digitisation		p. 13
5 Glossary		p. 14

1. Purpose of the policy

The Library's Collection Development and Management Policy (CDMP) provides a framework for the development and management both of the Library's own collections and of access to resources hosted elsewhere. The scope of development and management activities as they relate to individual collections will be governed by the categorisation of a given collection, as described in the Library's Collections Strategy.

Through **collection development** the Library aims to support the academic work of the University, and to strengthen its own world-class standing, by continuing to add to its collections and by providing access to resources held or hosted elsewhere. Through **collection management** the Library seeks to make its own and other resources available to its users in the most appropriate and cost-effective way. Within this document collection development and collection management are treated as two distinct activities, although, in practice, there is much overlap between the two.

In developing and managing its collections for the University the Library seeks to develop "integrated print and digital collections, according to academic needs" (Library Strategy Plan 2010/11– 2013/14, strategic aim 1). This policy serves, therefore, as a framework for more detailed Collection Development and Management Policies (CDMPs) tailored to meet the teaching and research interests of individual academic schools. Annual meetings to discuss the allocations for Library resources given to individual schools, as a result of the Resource Allocation Model (RAM), provide an opportunity to revise a school's CDMP and to feed into this Library-wide CDMP.

2. Collection development

This part of the CDMP deals with: the aims of collection development; the guiding principles for the acquisition of materials or access to remote services; the management of the Library's materials budget; and the conditions governing acceptance of gifts, exchanges and deposits.

2.1 Aims of collection development

Within the context of the Collections Strategy, which will categorise collections as one of the following: heritage, legacy, self-renewing or finite[1], in developing its collections, the Library will aim to do the following (in no particular order):

- Support research, learning and teaching within the University, from within its own extensive local resources, and from external resources.
- Strengthen its position as a leading research library by developing its heritage collections.
- Prioritise access to digital resources where appropriate and practicable.
- Acquire, and give access to, resources in the most appropriate and cost-effective way, with due regard to issues of format, accessibility and durability.
- Develop partnerships with other institutions, locally, regionally, nationally and internationally, to enrich the information resources available.

Acquisitions are considered in the light of these aims. Material which by law can be made publicly available will not be rejected solely on moral, political, religious, racial or gender grounds.

2.2 Library's materials budget

The Library's materials budget, which is used for the development of its collections, is managed as detailed below.

[1] See the Glossary for further information, and also the Library's Collections Strategy.

2.2.1 Resource Allocation Model (RAM) process

Each school receives an annual allocation for the purchase of library materials. This is calculated according to the Library's RAM formula, details of which are available on request.

Resource allocations are communicated to Heads of Schools and School Library Representatives each year in May. Where there is a shortfall between required resources and the RAM allocation, and Library funds permitting, an application can be made for a supplementary allocation from a finite supplementary fund. Bids are made by Faculty Team Librarians on behalf of schools and are considered by Library management. Where an ongoing need for supplementary funds has been established in previous years, this will be taken into account before RAM allocations are sent out. Some schools will, therefore, be pre-allocated a supplementary sum.

Some general materials are purchased from a top-sliced support budget. A list of these materials is available at:
http://library.leeds.ac.uk/info/200210/staff/424/collection_development_and_management/#ram

The Library's RAM Monitoring Group meets monthly in order to manage the Library's materials budget on an on-going basis. Membership of the group comprises appropriate Library managers.

2.2.2 Allocations for schools arising from the RAM

There are 3 funds for each school:

- Journals and databases.
- Main or research collection books.
- Books on reading lists (incorporating 7 day loan, reference and High Demand collections).

Once resource allocations are known for the coming year, Faculty Team Librarians and School Library Representatives meet to agree how the allocation should be divided between funds. This is also an opportunity to review requests for new journal titles or databases. The school's CDMP is also agreed at this time. Faculty Team Librarians advise on the anticipated expenditure for each fund using projected costs obtained by the Library. During the year it is possible to move money between funds with the agreement of the School Library Representative. Library representatives can receive feedback on the status of each fund on request.

In 2001 the Library reviewed its subscriptions through the Periodicals Voting Exercise. Academic staff were able to vote for the journals they used. The results of this exercise provide the basis from which ongoing journal needs are considered.

Schools may wish to suggest certain subscriptions for cancellation. However, scope for cancellations may be limited where the Library is already committed to a subscription as a result of a package deal, or where the wider needs of the University's research and teaching activities require a particular resource. Faculty Team Librarians will advise on this.

2.2.3 Special Collections

Primary and secondary material acquired by the Library may be placed in Special Collections. The Brotherton Collection, administered as part of Special Collections, has its own endowed funds deriving from gifts by members of the Brotherton family. The interest from these funds is regularly used for purchases to enable the Brotherton Collection to grow.

2.3 Acquiring and/or providing access to resources

The Library purchases material, or access to material, to support research, learning and teaching within the University. Whilst there are general principles which apply to the purchasing of material or access to material (detailed in 2.3.1), there are specific factors which pertain to the acquisition of material, or access to material, to support learning and teaching (detailed in 2.3.2), and research (detailed in 2.3.3). The way in which the principles set out below apply to specific collections is described within a school's CDMP. Each school's CDMP contains a detailed acquisitions policy.

2.3.1 Acquiring and/or providing access to resources: general principles

The following factors influence the purchasing of, or the provision of access to, all materials:

Format

Online access to resources is preferred, subject to the following considerations: cost effectiveness; appropriate levels of access (including access for walk-in users where necessary); future access to the resource; quality of the reproduction. At present online access is primarily provided for heavily used texts, journals, datasets and reproductions of primary source material. For audio-visual material, where online access is not possible, current standard formats are preferred.

Partnerships

The Library will consider entering into regional, national and international partnerships with other libraries, both to develop its own collections, and to allow access for its users to collections held elsewhere. Current established partnerships will continue to be developed.

Document supply

The Library provides a subsidised document supply service to obtain for users items which are not held within its collections. In addition, items marked as missing on the Library Catalogue may be supplied in this way at no cost to the user. Requests should be made online at: http://library.leeds.ac.uk/docsrequest and where possible will be delivered electronically directly to the user.

Open access publishing and self-archiving

The Library supports the principles of open access publishing and self-archiving as a means to promote access to research outputs. Academic staff are encouraged to make their research outputs available through White Rose Research Online, at: http://eprints.whiterose.ac.uk via University of Leeds Publications Database (Symplectic) http://publications.leeds.ac.uk. Self-archiving departmental content not currently collected in the publications database is held in the digital library at: http://ludos.leeds.ac.uk

Suggestions for purchases

These are welcomed from academic staff and can be submitted using the following form for books, multiple book suggestions, for journals and other subscription based services: http://library.leeds.ac.uk/booksuggestions. Budgetary and format constraints may necessitate further discussions with Faculty Team Librarians on suggested purchases. Suggestions for purchases from students are considered by the Faculty Team Librarian, who may consult with tutors if appropriate.

Library expertise

Faculty Team Librarians, from their knowledge of both the subject and the needs of individual schools, purchase material where appropriate.

2.3.2 Acquiring and/or providing access to resources: material for learning and teaching

The following additional factors influence the purchasing of material, or access to material, to support learning and teaching:

Reading lists

The Library purchases items on reading lists to support taught courses. Tutors are advised that it takes on average 6 weeks from receipt of a reading list to new items on that list being available for students to use.

- Tutors should create and edit reading lists associated with modules within the VLE using the VLE reading list tool. Reading lists created in this way will also be available from the Library's website and the Module Catalogue. Guidelines on reading list creation, submission and numbers of copies likely to be purchased are available at: http://library.leeds.ac.uk/vlereadinglists
- Multiple copies are bought where appropriate. In addition to standard loan, the Library provides for 7 day, 3 day, 1 day or 4 hour loan, and reference-only access. Journals generally are not held in the 7 day, 3 day or 4 hour loan collections, although copies of individual articles may be.
- Items to be placed on 3 day or 4 hour loan (housed in the High Demand Collections at the Edward Boyle or Health Sciences libraries) may be identified from reading lists, or from usage statistics, or may be flagged by academic staff, either on their reading lists, or by using the form at: http://library.leeds.ac.uk/hdc
- Online texts, where available and appropriate, are purchased in place of items on 3 day or 4 hour loan.
- The Library's Online Course Readings Service can, subject to copyright and funding constraints, digitise articles, or chapters of books, likely to be in heavy use. These are made available in the relevant VLE module area. For details see: http://library.leeds.ac.uk/digitisation

New modules

The Library receives notice of new modules in April of each year and will request reading lists for these new modules at that time. Should the Library foresee issues in providing the resources required for a new module, the Faculty Team Librarian will contact the tutor concerned.

New programmes and modules

Although forms for new programmes do not have to be sent to the Library, notice of new programmes or modules is helpful. If existing modules are expected to expand, notice of expected student numbers is helpful as this may affect the number of items required.

Purchase alerts

Lists of items which have had 3 or more holds in a one week period are sent to Faculty Team Librarians, who may respond by moving stock or purchasing additional material.

2.3.3 Acquiring and/or providing access to resources: material for research

The following additional factors influence the purchasing of material, or access to material, to support research:

Current research interests

These inform the acquisition of material to develop particular collections, and are reflected in each school's CDMP drawn up by Faculty Team Librarians in consultation with schools.

Heritage collections

These will be developed by the Library and will be indicated in the CDMPs for the relevant schools.

Access to primary research material

Where appropriate the Library seeks to provide access to primary research material, particularly where this is available digitally or created in-house from existing holdings via the digitisation service.

2.4 Gifts, exchanges and deposits

This section deals with the conditions that govern the acceptance into the Library's collections of materials for which the Library does not pay.

2.4.1 Gifts

The Library gives due consideration to offers of gifts. In general the following factors are considered:

- Value for teaching or research.
- Relevance to existing collections.
- Physical condition.
- Duplication of existing materials (only if material is in particularly high demand will duplicates be accepted).
- Cost of cataloguing, processing, digitisation, and storage (although the Library may not be paying for the acquisition of items, it still incurs costs associated with housing materials, and these must be considered).

Where gifts include particularly rare or valuable items, or where a whole collection is being offered, it may be appropriate for the gift to be discussed with a member of the Library's Special Collections or Faculty Teams. The Library regularly reviews its collections. It reserves the right to dispose of unsuitable or unwanted items, unless particular conditions agreed at the time of the donation preclude this.

2.4.2 Exchanges

The Library has a limited exchange programme for journals and books. Exchanges are only undertaken where cost-effective and where the received material is of academic value.

2.4.3 Deposits

The Library accepts material on deposit (long-term loan), subject to the same guidelines as for gifts (but with no right to dispose of items). Deposits are also subject to the agreement of appropriate terms with the depositor, including an agreed minimum period for the loan.

3. Collection management

Within this document collection management means the administrative procedures, and associated costs, required to maintain the Library's own collections and to ensure optimum access to those held remotely. Collection management activities at collection level will be determined by the categorisation of a collection as set out in the Collections Strategy, and will support and inform the Library's Premises Plan. This part of the CDMP deals with: the location, transfer, cataloguing and retention of stock; preservation and binding; stock editing; and the management of digital resources. As with collection development, a school's CDMP provides detail on the way in which the principles outlined below relate to particular collections.

The funds for administering collection management are split not by collection, but by administrative area, for example cataloguing or binding. As costs fall across different budget headings there is no specific section in this document on the budget for collection management. However, all activities associated with collection management are subject to budgetary constraints. This document indicates where priorities lie, subject to available resources.

3.1 Aims of collection management

In managing its collections the Library aims to (in no particular order):

- House items appropriately within the space available to the Library, giving due consideration to factors such as the subject, usage, vulnerability, value and the size of both collections and individual items.
- Publicise the availability of items through the online public access catalogue (OPAC).
- Review the location of items in the light of changes in usage patterns, alternative modes of access, and national collection management programmes.
- Preserve items as appropriate through repair, binding, microfilming, digitisation or relocation.

3.2 Location and loan of stock

Library materials to support the University's current teaching and research in any given subject are housed on open access shelving where possible. Books and pamphlets in the main research collections are generally available for a standard loan period which is determined by the type of user (more information is available at: http://library.leeds.ac.uk/info/200203/using_the_library/97/borrowing_renewing_and_returning . A copy of every PhD thesis submitted in hard copy is held in the Library's store. Theses available in digital format are available through White Rose e-Theses Online. Pamphlets and large books for a given subject in the Edward Boyle and Brotherton libraries are placed in separate sequences, at the end of the book collection for the same subject, where this is possible. In the Health Sciences Library pamphlets are shelved in a separate area, and there is no separate categorisation for large books. In the St. James' Hospital Library pamphlets are kept in boxes with the book stock to which they relate, and there is no separate categorisation for large books.

In the Brotherton and Edward Boyle libraries, the journal collection is usually situated at the start of the book collection for the same subject. Planning work is underway to reorganise journals using the same practice as in the Health Sciences Library where all journals, for all subjects, are shelved together in a separate area. In the Brotherton Library, the current issues of a journal are shelved in a separate current periodicals area, this is under review as part of wider collection reorganisation in the Brotherton in 2012. Current issues are available for reference only. Generally, the most recent 25 years are available on 1 day loan, before reverting to standard loan.

Material in heavy demand for teaching purposes may be made available through shorter loan periods or reference collections. Audio-visual material is separated from print material and is stored in the 7 day or High Demand Collection in the Edward Boyle Library. In the Health Sciences Library, Audio-visual material is stored in the High Demand area. The collection of microfilms and microfiche is stored in the Brotherton Library.

Material of value for research, but in relatively low use, may be shelved as part of a stack collection in open access mobile shelving. Material in very low use, or of a sensitive nature, is kept on closed access shelving in a store collection. The Library creates stack and store sequences for collections on the basis of need, and as space and resources allow. Collections held in store may be split, to optimise use of space. Material deemed particularly vulnerable to theft, loss or damage, material published before 1850, and all manuscripts, are normally stored on closed access shelving in Special Collections, for use under supervision.

Material may be moved between library sites where appropriate, to support particular courses or the restructuring of a school. The Library will consult with relevant schools over proposed large-scale stock moves.

3.3 Collaborative collection management

In order to optimise use of its own space, and to further a strategic approach to collection building nationally, the Library may consider entering into partnerships with other libraries. This may involve the receipt of materials to augment the Library's own collections, or the transfer of material from the Library. It could also include collaborative storage schemes where local users already have access to electronic versions of material, or schemes to unite smaller collections into a more coherent whole. The Library will consult with relevant schools over any such arrangements.

3.4 Cataloguing

The Library has an online Catalogue. Records for newly acquired material are added to the Catalogue according to agreed international cataloguing standards. Some Arts and Social Sciences items acquired before 1991, and some manuscripts, are still either un-catalogued, or recorded only in the digitised manual catalogue available at: https://www.micromediauk.net/LU

The Library has an ongoing programme to add such items to the online Catalogue. The programme for this is reviewed annually so that material can be prioritised, with due regard to the following factors:

- Exploiting the full potential of our heritage collections.
- Relocation to store, as catalogued material is more visible to users.
- Addition of catalogued main or stack collection items to un-catalogued store collections.
- Availability of external funding.
- Value beyond Leeds.

The Library increasingly includes in its Catalogue records for items which form part of external online resources. These resources often contain many individual items. The Library will consider purchasing or creating records for these items to aid retrieval from the Catalogue, subject to the standard of records available for purchase, and resource constraints.

Where appropriate the Library adds to the Catalogue records for items freely available on the internet where these items appear on reading lists.

3.5 Retention

The categorisation of a collection, as outlined in the Collections Strategy, will determine the approach taken to retention of items as follows:

- Heritage collections: items will not normally be withdrawn.
- Self-renewing collections: items will regularly be considered for withdrawal from stock, on the basis of usage and relevance to current teaching and research.
- Legacy collections: items will not normally be withdrawn.
- Finite collections: items will be considered for withdrawal from stock.

3.6 Preservation and binding

The Library has a responsibility to ensure that the physical condition of its collections is maintained, not only for current use, but also, in many cases, for future generations of scholars. Priority for long-term preservation is given to material which forms part of heritage or legacy collections.

Where material is damaged or at risk, the following procedures are in place:

- Items from the open access collections are passed to the Book Repair Unit for repair. If an item is beyond repair, and if usage or research value warrants, a replacement is sought, or the item is sent for specialist binding, and, if necessary, moved to Special Collections.
- For material held in Special Collections and other items of particular significance, specialist conservation techniques are employed, in addition to creating digital surrogates for access to reduce handling of the original.
- Journals are bound, where appropriate, to preserve their physical condition and to minimise loss of individual items.
- Some fragile material will be considered for digitisation (see section 4).

3.7 Stock editing

The Library makes optimal use of its open-access space through regular review of collections, giving priority to those collections which are most heavily used. Stock editing is undertaken by the Library on a regular basis. This will be developed into a programme of stock editing in conjunction with the Library's Premises Plan.

Stock editing involves either relegating stock to stack or store, or withdrawing it from stock. Priority for stock editing is given to those collections where:

- Categorisation is as self-renewing or finite.
- Shelves are nearly 100% full.
- Growth is anticipated, for example due to the establishment of new research centres or new programmes.
- Out of date textbooks may contain misleading or dangerous information.

Rarely used material is moved from the main collections either to stack or to store. Items in stack may, at a later date, be considered for removal to store. If usage patterns warrant, items may be moved to the main collections from stack or store.

The Library consults schools on its plans for stock editing. Consultation between departments within the Library also takes place to ensure interdisciplinary interests are considered. Subject-specific evaluation criteria for stock-editing are detailed in each school's CDMP. For a list of collections to be stock edited see: http://www.leeds.ac.uk/library/secure/editing

3.7.1 Criteria for stock editing printed books

By "book" the Library means "a work in one volume, or a finite number of volumes"[2]. This can include pamphlets, theses and reports. The status of a particular collection as heritage, self-renewing, legacy or finite will govern the approach to stock editing which is taken. However, in general the following applies to the stock editing of printed books.

Teaching texts

Superseded editions will be considered for withdrawal from stock unless usage figures suggest otherwise.

Damaged or acidic stock

Where repair or treatment is not cost-effective (in terms of usage and availability from other sources) such items may be withdrawn.

Superseded reference works

Where appropriate, and with particular reference to the subject nature of the material, these may be considered for withdrawal from stock.

Main collection items

Those not used for a period of time may be considered for removal to stack or store.

3.7.1.1 Collection specific procedures for stock editing printed books

The following criteria apply to specific collections:

7 day loan items in the Edward Boyle Library

These are stock edited every year. Items not borrowed in the previous 3 years are considered for withdrawal or relocation. Where there is a corresponding reference copy, this too may be withdrawn.

High Demand Collection items in the Edward Boyle Library

These are reviewed regularly. Little used items are relocated.

Arts and Social Sciences Collections

We aim to review the collections on a regular basis. In agreement with Schools we will move low usage material to Stack, and consider items that haven't been used in the Stacks for transfer to Store. When moving items we will consider whether browsing is desirable, and if little used will move them to Stack in the first instance.

Health Collections

Monograph collections in the Health Sciences and St James' University Hospital libraries will be reviewed on a regular basis. Loan items purchased more than 5 years ago and which have not been borrowed for 5 years will be considered for withdrawal or removal to store. If individual items in a series or multi-volume set fall into this category, the series or set will be considered as a whole i.e. all kept, relegated or discarded.

Science and Engineering Collections

Items in the main collection not used for 10 years will be transferred to stack. Stack items not used for a further 5 years will be transferred to store. This policy will be kept under review.

[2] Oxford English Dictionary (Online), 2006. Oxford: Oxford University Press.

3.7.2 Criteria for stock editing printed journals

By "journal" the Library means a magazine, periodical or newspaper "issued at regular or stated intervals" Subject to the historical value of material, its availability in print elsewhere, and its availability online, the following applies to the stock editing of printed journals:

Non-current titles[3]

Sets of non-current titles may be considered for transfer to stack or to store, or, subject to the status of the collection, for withdrawal from stock.

Earlier years of particular titles

These may be considered for transfer to stack or store.

St James University Hospital Library journals

Journal parts 10 years old or more are relocated to the Health Sciences Library. They will form part of the collection unless they duplicate existing Health Sciences Library holdings or are available electronically, when they will be withdrawn from stock.

Titles available electronically

Print equivalents of these may be considered for transfer to store, or, where the backfile is owned, withdrawn from stock using the UK Research Reserve (UKRR, see: http://www.ukrr.ac.uk) scheme. Where a digital archive is guaranteed there may be a decision to withdraw the print version from stock. For titles where the print version is being considered for removal to store see: http://www.leeds.ac.uk/library/secure/editing

Where duplicate print copies of a title are held by the Library, duplicate copies will be considered for withdrawal from stock, and the duplicate subscription may be ceased. Where a journal is available electronically, there will be no more than one print subscription to that title.

Ephemera

Materials containing information which dates rapidly, for example newsletters, will be considered for withdrawal.

Abstracts and indexes

Where electronic equivalents are available, print copies are normally withdrawn from stock.

3.7.3 Criteria for stock editing non-print resources

The Library's ability to provide facilities for accessing material in a particular format, as well as the status of the collection of which an item is a part, will play a role in decisions on withdrawal from stock or relocation or transfer to an alternative format (see section 4 also). Subscriptions to electronic resources are reviewed regularly to ensure that the resources are still appropriate and cost effective.

3.7.4 Stock disposal

Where the Library withdraws material from stock, it seeks to dispose of items in an environmentally responsible way. Material withdrawn from stock may be considered for transfer to another library, for example through nationally agreed collaborative collection management procedures. Generally, however, books no longer required are passed to companies dealing in second hand book stock.

[3] These are titles to which the Library no longer has a subscription.

4 Digitisation

In addition to the purchasing of online resources, the Library digitises its own, or University owned, materials, alongside caring for born digital content, where one or more of the following objectives is met:

- To make teaching and learning materials more widely available. The Library currently digitises items in high demand by students within the terms of the Copyright Licensing Agency. Details of the service are available at: http://library.leeds.ac.uk/digitisation
- To make research materials and research outputs more widely available using its 3 repositories: Leeds University Digital Objects (LUDOS), White Rose Research Online (WRRO) and White Rose e-Theses Online (WREO).
- To preserve rare/fragile materials, or materials whose contents may become inaccessible due to technological obsolescence, where these are part of heritage or legacy collections.
- To increase the availability of, and reduce wear and tear on, high demand material.
- To ensure long-term access to items which are part of heritage or legacy collections.

Library resources digitised according to the above criteria may be held in, and made available from one of the University's 3 digital repositories: LUDOS (Leeds University Digital Objects); WRRO (White Rose Research Online); and WREO (White Rose eTheses Online).

Leeds University Library
Collection Development and Management Group
April 2011

5 Glossary

Backfile	Used in relation to journals, this refers to archival journal content which has been digitised.
Born Digital	Object created in a digital form as opposed to converted to digital form from a physical form (i.e. book)
Closed access	A secure area open only to Library staff.
Collection status	The classification of a collection as one of the following: heritage; self-renewing; legacy; or finite.
Copyright Licensing Agency	A non profit-making company that licenses organisations for photocopying and scanning.
Datasets	Collections of information, usually primary research material and usually in electronic format.
Deposits	Material given to the Library's Special Collections department on long-term loan for safe-keeping.
Digital resources	Resources in machine-readable format e.g. electronic text, databases, images which can be viewed on a computer screen.
Digitise	To convert to machine-readable format.
Exchanges	A formal agreement whereby publications from an external institution are freely and regularly donated to the Library in return for publications issued by the University of Leeds.
Faculty Team Librarian	The librarian assigned to a particular school to provide Library and information support for a school's teaching, learning and research activities.
Finite collections	Collections which have neither historic strength, nor relevance to current teaching or research. These collections will be considered for withdrawal from the Library's collections.
Gateway	A webpage which brings together in one place links to selected websites.
Heritage collections	Collections of internationally or nationally significant depth and breadth which the Library will continue to develop.
Institutional repository	A collection of digital materials – often research outputs – from a specific organisation. Institutional repositories usually provide open access (see below) to stored material.
Legacy collections	Collections which have historic strength. These may, in reflecting the output of a particular period or person, be of international or national significance, but they will not have been developed to reflect current and recent research. Where these do not meet current research and teaching needs these will not be added to using Library funds.
Library representative	A member of staff nominated by each school who acts as a main liaison person between the Library (especially the Faculty Team Librarian) and the individual department concerned.

Main collection books	Books which have a standard loan period and which are not kept in a separate area such as in the 7 day or High Demand Collections.
Online	Describing access to digital material remotely held.
Open access publishing	Free and unrestricted access to the published output of research and other scholarly materials.
Portal	In this context, a website which provides access for staff and students to University information, resources and services e.g. information about modules.
Premises Plan	A document outlining recommendations for the most efficient use of available Library space.
Retrospective cataloguing	Converting printed catalogue entries to online catalogue entries.
Self-archiving	To make an electronic copy of a research output freely available on the internet.
Self-renewing collections	Collections which do not have sufficient depth or breadth to be of national significance, but which are required to meet the needs of current research and teaching. Material will only be retained in these collections for as long as it is required for teaching or research.
Special Collections	The Library's collection of rare books and manuscripts, located in its own area within the Brotherton Library.
Stock editing	The process whereby Library materials are systematically reviewed in the light of agreed criteria. As a result of stock editing material may be moved between main collections, stacks and stores, or may be withdrawn from stock.
Store	Areas in University buildings where seldom-used library materials are housed.
Student books	7 day, 3 day, 4 hour loan or reference copies of undergraduate reading list books, kept in the Edward Boyle Library.
Top-sliced support budget	A fund not specific to any particular school from which resources of general interest or importance can be bought.
Walk-in user	A person who is not registered with the University but who is permitted by the Library to access resources (printed and electronic) from within the Library only.