

Queen's University Belfast

INFORMATION SERVICES

Resource Development & Management Policy

1. Introduction

This document outlines Information Services' Resource Development and Management Policy in relation to Library resources. It includes general guidelines on their selection, management and rationalisation in support of teaching and research.

2. General Policy

The goal of Information Services is "to provide access to high quality information services and resources."

Library resources include primary and secondary material in print and electronic formats.

The acquisition of material and the management of the Library's collections are informed by, and prioritised according to, the University's current and projected teaching and research strategies. The Library does not aim to cover all areas of knowledge.

A key element of the policy is the balance between local provision and remote access. In essence this translates into local provision of material required to support teaching programmes, with support for research achieved through supplementing what is available locally with remotely accessible resources, either on an electronic or Inter-Library-Loan basis.

3. Principles

Certain principles underpin the overall policy:

- Resources are provided as a collective resource for the whole user community.
- Information resources in all formats are covered.
- Information Services is committed to providing equitable access to all users, including those with special needs.
- The policy is designed to be flexible and responsive to the changing needs of users.
- Resource development and management involves Information Services in working with the academic community.
- The provision of all resources covered by this policy is constrained by prevailing budgets.

4. Budget Allocation

The University's recurrent allocation forms the largest part of the Information Services budget. Library Services, including the purchase of books and journals and subscription to electronic information services, are funded from this allocation. In

addition, the University has external contractual arrangements with DHSS&PS and AFBI for the provision of certain subject-specific Library services.

The budget for the purchase of books and journals is allocated for School support on the basis of a range of factors and, where possible, adjustments are made to take account of changing requirements. Increasingly, resources are allocated on a School by School basis to facilitate ongoing decision making.

Inter-Library Loan e-vouchers are distributed to Schools on an annual basis within the limits of ongoing budget constraints. When this allocation is exhausted, Schools must purchase additional vouchers at cost.

As no additional funding is made available to Information Services to take account of new courses/modules or new areas of research, provision must currently be made for these from existing allocations.

5. Resource Selection

a. Books

Book purchases currently account for approximately 15% of expenditure on Library stock. There is constant pressure on the book budget and staff seek value for money and best use of resources at all times – e.g. staff consider projected levels of use and durability required, as well as relative cost, before deciding between paperback and hardback editions.

i. Reading list material

Information Services staff work closely with academic staff to ensure that the Library acquires all material on current reading lists to support undergraduates and postgraduates on taught courses. The number of copies purchased will be affected by the following considerations:

- (i) cost of the title in relation to the budget allocation;
- (ii) anticipated use (e.g. primary text or supplementary material);
and
- (iii) whether students are expected to purchase the book or not.

Where multiple copies are purchased, consideration will also be given to appropriate loan categories and location – i.e. there are a variety of short loan options. Copies may also be moved across loan categories and locations according to demand.

ii. Non-reading list material

Information Services will endeavour to purchase other items recommended by staff and students, where such additions will:

- (i) encourage students to study a wide range of relevant material;
and
- (ii) assist staff in keeping up-to-date with developments in their subjects and in pursuing research

iii. E-books

The Library now holds significant collections of electronic books and the same principles of collection development apply to this as to any other format of material. Electronic books are collected/subscribed to in direct support of the teaching and research needs of the University community.

iv. Donations

A separate Donations Policy has been drawn up and is available on the Library website at:

<http://www.qub.ac.uk/directorates/InformationServices/TheLibrary/GuidesPoliciesandRegulations/DonationsPolicy/>

v. Replacements

Items that are lost or seriously damaged, will be replaced, provided funds are available and provided the item is still in print and is required to support a current teaching programme or the research interests of the University.

b. Journals in printed and electronic formats

Journals represent an expensive and ongoing commitment. Therefore, the journals budget and subscription lists are reviewed in collaboration with Schools on an annual basis. Because of the ongoing pressure on the journals budget, existing titles will normally need to be cancelled to allow for the purchase of new titles.

Journals are increasingly available in electronic format either as individual titles, as part of database services or as part of national (NESLI) or publisher deals. Electronic access offers significant advantages to users and while it can be a costly alternative to print, it is now the format of choice of Information Services and reflects the information delivery preference of the majority of our users. When a new electronic subscription is placed, a print subscription will only be retained in exceptional circumstances.

New delivery methods and pricing models for electronic journals are kept constantly under review by Information Services staff.

c. Electronic Information Services

Secondary sources of information such as abstracting and indexing services are now widely available in electronic format. However, primary sources such as reference works, statistics and official publications are also increasingly available.

Information Services aims to provide direct access to a range of appropriate databases to support the major academic disciplines and areas of study taught at the University. Subject Librarians keep abreast of database developments and initiate consideration of new electronic sources in consultation with appropriate academic staff. They also conduct trials and demonstrations and bring forward recommendations for purchase.

Very specialized resources, which are likely to be relevant to only a small number of users, will not normally be purchased by Information Services, without financial support from the relevant School/Institute or from an external source.

Information Services aims to provide direct access to appropriate multidisciplinary electronic information services (e.g. Web of Science).

Information Services will take advantage of JISC/CHEST negotiated deals wherever possible.

Where services exist in different formats or are available in different versions from different suppliers, Information Services will aim to select the best option on the basis of cost, ease of use, access and currency.

Whenever practicable, Information Services will aim to provide full-text access to electronic services, where appropriate and economic.

In general, Information Services will consider for cancellation, paper versions of services where electronic equivalents are provided. Paper equivalents will not normally be maintained unless the subscription 'package' includes both versions at favourable cost. In such cases, Information Services may opt for non delivery of print in order to defray the ongoing cost of storing and managing this format if it is not specifically required.

Information Services will monitor the use of all electronic information services and employ usage data to review continuing provision.

d. Special Collections

The Henry (or Hibernica) Collection is the core element of the Library's Special Collections. Its scope embraces academic texts on Irish-related subjects, as well as non-academic material relating to Northern Ireland and Ulster in particular, with otherwise a bias to the northern part of the island.

Where funds permit, material printed in the British Isles during the decade 1651-1660 is acquired as part of a national co-operative scheme.

An attempt is also made to acquire published material relating to any of the Library's major manuscript or printed book collections or to Queen's University Belfast.

In terms of journal subscriptions, nominations from members of the University are welcomed and suitable items are purchased in perpetuity within the constraints of the budget.

e. Official Publications

Official publications include those of government and inter-governmental bodies (e.g. the EU, UN). The McClay Library collects most British and Irish Parliamentary Papers and also ensures that a selection of British and Irish non-parliamentary publications is collected. Publications of interest to the Faculties of Medicine, Health and Life Sciences and Engineering and Physical Sciences are also held.

The publications of other inter-governmental organisations form part of subject collections and their purchase is approved by the relevant Subject Librarian.

Under the terms of HMSO Copyright Guidance Note no.11 (*The National Published Archive — Legal Deposit of Official Publications*, Nov. 2000), copies of all Northern Ireland official publications should be sent to the McClay Library at Queen's. Library staff make every effort to ensure that all current Northern Ireland official publications are collected.

f. Reference Materials

Increasingly essential reference works are acquired in electronic format provided they offer value for money and improved access to information. The purchase of subject-specific reference works is approved by the appropriate Subject Librarian and assimilated into the general book collections. Separate Reference Collections are no longer maintained.

g. Theses

According to QUB regulations (Regulations for Theses (B) 3), one bound copy of every thesis successfully submitted for a Higher Degree must be deposited in the University Library. This collection of QUB theses is held in the McClay Library closed access store. All theses are recorded in the Library catalogue, and may be consulted in the Library or photocopied in whole or in part if the author has given permission.

There is increasing national interest in electronic submission, storage and searching of theses and Information Services will keep a watching brief on these developments.

The Library does not collect or store undergraduate or taught postgraduate dissertations unless they are exceptional in nature or incorporate content of significant local or other interest.

h. Newspapers

Since the local public library provides comprehensive coverage of British and Irish daily newspapers, Queen's makes minimal print provision in this area in support of current affairs interests. Access to significant UK, European and international collections is available electronically.

For archival and space-saving reasons, the microform version of *The Times* is acquired.

i. Audio-Visual Materials

The Library maintains a growing collection of audio-visual materials including videocassettes and DVDs with a diminishing collection of CD-ROMs.

A video and DVD collection is maintained in support of a range of subject areas in the Arts & Humanities. Most CD-ROMs accompany books as the main publication – few are selected separately.

The Library holds collections of microforms, both film and fiche. Microfilms and microfiche are acquired when the desired material is available only in this

format, or when it is considerably less expensive and sufficiently usable in this format. Microform is also acquired for the preservation of certain titles, particularly manuscripts and newspapers.

j. Examination papers

Past examination papers are available electronically via the Library Catalogue and Queen's Online.

k. Scanned Readings

Current licensing arrangements allow the Library to scan and store UK and US-published journal articles and book extracts for students enrolled on a particular module. Copies are made available through Queen's Online and the Library is responsible for adding the copyright statement required by the licence and reporting details of copies made to the Copyright Licensing Agency. Extracts are added to a 'Readings Online' collection for the relevant module on Queen's Online and are linked from the 'Resources' section of the module web pages. Not all readings can be scanned. The licence only allows scanning from print originals. These must be either print originals owned by the university (normally the Library), or 'Copyright cleared' copies requested from the British Library through the Inter-Library Loans service

The following conditions also apply:

- The book or journal must not already be available online
- Each extract must be no more than 5% or one whole chapter of a book; or no more than one article from a single issue of a journal
- The book or journal must be published in the UK or US

Course-packs of copyright cleared photocopies provide an alternative which Schools are encouraged to consider.

6. Collection Management

This section summarises Information Services broad policies in relation to management of the Library collections.

a. Stock checks

An ongoing programme of stock checks is carried out, whereby material on the shelves is checked against what is recorded in the catalogue. Missing books may be replaced according to criteria in 5a(v) but otherwise records are withdrawn from the catalogue.

b. Binding & other forms of preservation

Journals

The criteria used to decide whether or not to bind individual journal titles is based on availability of electronic access. Where electronic access is available, journal titles are no longer bound.

Books in need of repair

The criteria for deciding whether to repair damaged or worn out books are analogous to those for replacement. If the item is to be retained, it may be replaced rather than rebound if this is more cost-effective.

Flimsy or multi-part items may be given covers, placed in boxes etc. if necessary for preservation or control.

c. Withdrawal of lesser used material

Multiple copies of textbooks which are no longer required and superseded editions of reference works are automatically withdrawn.

Withdrawal of other material does not normally take place. If pressure on space in the future were to make it absolutely necessary, Information Services would consult widely on the criteria to be used.

7. Policy Review

Changes to this policy will be made in the light of new developments, emerging disciplines and evolving trends. It will be reviewed overall with academic staff on a regular basis to ensure that it continues to reflect the priorities of the University.

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