

Collection Development Policy - External version

1. Introduction

A number of internal and external factors influence the way Brookes Library acquires and manages its resources, the key drivers being:

- Ensuring collections are relevant to teaching, learning and research priorities
- The ongoing expansion of the digital environment - databases, journals, books
- The available budget against increasing costs
- The evolving Open Access landscape

1.1 Purpose of this policy

The purpose of this policy is to inform our key stakeholders both in respect of the practical aspects of allocating and spending the budget and the principles that underpin these practices.

2. Selection principles

Stock selection is carried out by the Academic Liaison Teams to support teaching, learning and research as effectively as possible within budget and space constraints.

We continually evaluate our resources to ensure best use of our budget and value for money.

Stock is selected in line with the following order of priority:

- Essential /recommended reading for course or module (usually via reading lists in Aspire - Academic staff are the owners of reading lists and are encouraged to create and maintain them with support from Academic Liaison)
- Optional/background reading for course or module
- Lecturer or researcher request
- Student request (including MoreBooks)
- Library reading lists that support diversity and inclusion e.g. [Anti-racism](#) and [Knowledge sources for inclusive curriculum](#).
- Background collection building in line with the University's taught courses and research priorities and our Special Collections

2.1 E-first

The Library's policy is to purchase e-first (e-books in preference to print, e-journals in preference to print journals, etc) where **available**, **affordable** and **appropriate** for the material and subject.

2.2 Controversial material

Accordingly, the Library purchases materials that represent a wide variety of viewpoints.

The Library does not censor materials on the basis of the author or subject's race, gender, sexuality, creed, nationality, religion, political party, social affiliations, beliefs or opinions.

The inclusion in our collections of works that some groups might find offensive does not constitute endorsement or promotion of the works in question.

The Library does not add or withdraw, at the request of any individual or group, material that has been excluded or chosen on the basis of stated selection criteria.

2.3 Inclusivity and decolonising the curriculum

Oxford Brookes University aims “to build and sustain a diverse and inclusive workforce which will both attract and support a more diverse student body” (2035 Strategy) and Global Citizenship is a core graduate attribute. The Library thus supports efforts to decolonise and diversify the curriculum, reading lists and broader Library holdings. This includes the creation of reading lists promoting greater understanding of diversity such as lists on [Activism](#), [Anti-Racism](#), [Diverse Histories](#), [History of Black, Asian and other ethnic minorities in Britain](#), [Knowledge Sources for Inclusive Curriculum](#), [LGBTQ+ Resources](#) and [Neurodiversity resources](#), as well as working with programme teams and individual lecturers who request support to diversify their reading lists.

3. Journals and Databases

- Over 95% of journal subscriptions are now delivered online-only without print.
- Whilst budgets remain tight, the Library operates a ‘one in one out’ informal policy whereby to make way for a new journal-title, an existing title has to be cancelled.
- A small number of journal packages (so-called Big Deals) are taken, mostly negotiated nationally by Jisc.
- More recently, the Library has signed up to a small number of Read and Publish Agreements designed to hasten a transition to Open Access and which not only extend access to the number of titles available to read but additionally offer options for Brookes academic staff to publish without incurring charges.
- The Library is rigorous in its analysis of usage data of e-journals and e-journal packages to ensure value for money.
- A small number of journal titles are available in print and are located within the Library. This diminishing collection provides access to titles which we are not able to purchase in electronic format.
- Currently, around 85.5% of the total budget is allocated to recurrent expenditure on journals and databases.
- Other key ongoing expenditure includes the costs for Inter-Library Loan requests from students and staff. Learning Resources also covers the ongoing costs for the university’s Copyright Licensing Agency agreement.

4. Document supply

4.1 Interlibrary loans

The interlibrary loan process allows the Library to request items not held as part of our own stock, from other libraries. Items can be supplied as a loan or scan/photocopy of a chapter or article. Currently, this cost is absorbed by the Library for undergraduates and taught postgraduates (for the individual's first 25 requests per academic year), but costs are passed onto faculties for researchers and staff. This is under review.

4.2 Scan and send for private study

We offer a Scan and Send service for individual chapters/journal articles from printed items in Library stock for Brookes staff and students under the following conditions:

- The copy is being made for private study only.
- The extent of the copying is within legal limits (1 article per journal issue or 1 chapter/5% of a book).
- The copyright declaration is agreed to.

The service is aimed at staff and students who are unable to come to the Library to borrow or scan the item personally.

4.3 Library scanning service for teaching

This service provides teaching staff with links to PDF scans of key readings for inclusion in their Moodle courses and module reading lists. Scans of chapters in books are created upon request (to libraryscanning@brookes.ac.uk) and uploaded into the Copyright Licensing Agency's (CLA) Digital Content Store (DCS). Any scans already in the DCS repository can also be used to satisfy a request.

4.4 Alternate formats

Working in conjunction with the Inclusive Support Service we will, wherever possible, acquire published content in alternate formats for print-impaired students, predominantly through use of the RNIB Bookshare Service and the Sensus Access file conversion service or through direct contact with publishers.

5. Theses and Dissertations

Prior to 2019-20 Oxford Brookes theses and dissertations were usually submitted in print; from 2019-20 the University switched to electronic submission. Therefore the Library's thesis and dissertation holdings are generally (with exceptions in Business and TDE) in print prior to 2019-20 and online thereafter.

- **Doctoral theses:** all Oxford Brookes doctoral theses are kept in perpetuity. Both print and online theses can be found via LibrarySearch. The Library holds online versions only from 2020 onwards, and a mixture of print and online versions prior to that date (the more recent a thesis, the more likely the existence of an online version). Print theses are held on closed access at Headington, Harcourt Hill and Wheatley Libraries and must be consulted in the Library. Online theses are held in the [eTheses section of RADAR](#) and are publicly available. (NB: some doctoral theses are embargoed from public release for up to 5 years to allow their authors to complete

further publications based on their doctoral work.) All MPhil/doctoral theses are also listed on the British Library's [ETHOS](#) database.

- **Masters dissertations:** a selection of print Masters dissertations prior to 2019 are held on closed access at Headington, Harcourt Hill and Wheatley Libraries. They can be found via LibrarySearch and must be consulted in the Library. How long they are kept and what proportion of dissertations are selected varies by subject and Library site. Masters dissertations after 2018 (and in the case of the Business School and TDE, some previous years back to 2008) can be found in the [eDissertations section of RADAR](#) and are in the process of being added to LibrarySearch as of summer 2021. For copyright and ethical clearance reasons they are **not** available to the public and can only be accessed by Oxford Brookes students and staff.
- **Undergraduate dissertations:** for the majority of undergraduate courses, dissertations are not held by the Library but by Schools and Departments. They are only available to Brookes students and staff. Some courses make a selection of exemplar dissertations available to students via Moodle. The School of Engineering, Computing and Mathematics (ECM) and the Library are piloting a service to upload exemplar UG dissertations into RADAR and ensure they are discoverable in LibrarySearch. Undergraduate dissertations can be found using the [Dissertations Location List](#), which the Library endeavours to keep up-to-date in liaison with Faculties.

6. Other formats

6.1 Broadcast content

The Library subscribes to Box of Broadcasts, which enables us to link to recordings of programmes broadcast on over 75 free-to-air channels and to access an archive of over 2 million past broadcasts. It is important to note that for licensing reasons, Box of Broadcasts content is only available to staff and students physically located in the UK.

6.2 Streaming, DVDs and CDs

The Library subscribes to several films, for one or three years, through Kanopy. Most are on reading lists, one or two are in response to student requests. Kanopy is a useful source of independent films not available as DVDs. It has been invaluable when access to physical resources was not possible. However, there is a large and growing amount of content not available for institutional subscription or purchase. For this reason, we will need to continue purchasing DVDs and Blu-ray discs.

The Library subscription to the Naxos Music Library for Music staff and students offers a comprehensive streaming service for classical music. We do not have a comparable service for popular music; recent CD purchases have been for genres not covered by Naxos. The CD collection needs to be reviewed regularly; Music staff are in favour of it but students are no longer used to accessing music in that format.

6.3 Music scores

Music scores are used in teaching and for assignments. New purchases are requested by academic staff. There are free online sources of music scores but not all scores are available in the UK and coverage of contemporary composers is poor. We will continue to purchase a small number of music scores on request.

6.4 Special Collections have their own policy:

<https://www.brookes.ac.uk/library/collections/special-collections>

7. Donations

The Library welcomes donations of items provided they meet the same standard as the selection criteria for new stock outlined above. Gifts that do not meet our selection criteria, or are an unnecessary duplication of existing stock, may be disposed of as the Library sees fit.

8. Retention and withdrawal

8.1 Retention and withdrawal of journals and standing orders (usually these are books that are part of a series)

- Some of our printed journals and standing orders (e.g. book series) have fixed retention periods, e.g. 5 years.
- Other print journal and standing order holdings are maintained on the basis of whether the content is available online.

8.2 Retention and withdrawal of books

Book stock is regularly reviewed by Academic Liaison Librarians to ensure that it is relevant, up-to-date and (for print) physically in good condition. Books that are disposed of are given to current students, charitable organisations where appropriate, sold through third parties or as a last resort recycled.

Criteria for withdrawing material from the collection include the following:

- Recent usage levels
- Relevance and currency of content
- Whether titles/editions are on reading lists
- Physical condition
- Whether later editions are held in the Library
- Whether print copies are duplicated by an e-book and if so on what licence

This Collection Development Policy is reviewed annually to ensure Oxford Brookes Library collections are constructively aligned to the strategic aims of the university and the content requirements on all courses. If you have any questions or comments about this policy please contact Robert Curry (rcurry@brookes.ac.uk) or Paul Harwood (pharwood@brookes.ac.uk)

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