

Collection Management Policy

Acquisition of material

Priorities

Priority is given to the acquisition of material that supports the academic programme and meets the teaching, learning and research needs of Oxford Brookes students and staff.

Responsibility for selection

Academic Liaison Librarians have the primary responsibility for the selection of material in the subject areas allocated to them.

Selection is carried out in liaison with academic staff; with reference to reading lists and newly published material; and on the basis of knowledge of existing stock.

Selection criteria

Academic Liaison Librarians will consider the following criteria when selecting material:

- Relevance to the teaching, learning and research activities of the University
- Recommendation by academic staff
- Appropriate academic level
- Reputation and significance of the author/publisher
- Currency
- Cost

Additional considerations for electronic information resources:

- Ease of access and use of the product
- Availability of the information to multiple users and off campus
- Technical compatibility of the resource with existing systems within the libraries and across the University

Book Selection

Funds

Book funds are allocated according to a formula which takes into account such factors as the numbers of undergraduates, postgraduates and researchers in a subject area and the average current cost of materials in that area.

Timescales

New items required for course reading or teaching purposes should be ordered as far in advance as possible. Our standard service can take several weeks from ordering an item to it being available to readers. Teaching staff are responsible for providing

requests and reading lists in advance; this is essential to obtaining material in a timely fashion.

Number of copies

Academic Liaison Librarians will take the likely demand for a title into account when ordering. As a general guideline, the Library would be expected to hold the following:

- Core course reading: multiple copies of items identified as key texts will be purchased to reflect student numbers. Academic Liaison Librarians will also consider the possible use of Short Loan to increase the availability of an item. An e-book may be substituted for multiple copies, or for Short Loan.
- General interest or background reading: usually one copy.

Loan categories

Loan periods are determined by Academic Liaison Librarians in order to provide the optimum availability of items for users.

Short Loan

The [Short Loan Collection](#) will be used to increase the availability of items that have been judged to be heavily in demand. Academic staff are asked to advise the Library as to which books fall into this category.

When a journal article or a book/report chapter appearing on a reading list is not in stock, the Library can apply for a copyright cleared interlibrary loan from the British Library Document Supply Centre. The resulting photocopy of the article or chapter will be placed in the Short Loan collection. Academic staff are advised to allow 4 weeks for material to be placed in the collection.

Scanning service for Brookes Virtual

The Library offers a [scanning service](#) for teaching staff under the terms of the CLA Scanning Licence. Book chapters and journal articles can be scanned as PDF files for mounting in Brookes Virtual courses. The service is free for material owned by Oxford Brookes, and charged for material which has to be obtained from the British Library. Teaching staff can also do their own scanning of material for Brookes Virtual courses under the terms of the CLA Scanning Licence, following the [guidelines](#) available on the Library Web site.

Journals and Electronic Resources

Subscribing to a journal or a database represents an ongoing commitment of funds and staff time. Increasing overall spending on journal subscriptions and databases correspondingly reduces the funding available for books. All printed journals are reference only to ensure their continual availability to all readers.

Selection

Responsibility for selection lies with Academic Liaison Librarians, in consultation with academic staff. Journals may be subscribed to in print, online or both depending on factors such as accessibility and cost. (Many electronic journal packages impose embargoes on the most recent issues.) Other factors when considering new subscriptions will include:

- Academic staff recommendation
- Likely ongoing relevance to courses taught at Oxford Brookes
- Quality of the publication
- Cost, including likely inflation (generally higher on journals than on book prices)
- Whether lesser used titles in the subject area can be cancelled to free up funds
- Resources: even free titles represent a commitment of space and of staff time

Review

Journal and database subscriptions will be regularly reviewed in the light of ongoing relevance, quality, usage and cost in close consultation with academics.

Donations

The Library welcomes donations of items provided they meet the same criteria as for selection of new stock (i.e. quality, currency and relevance).

Gifts will only be accepted with the proviso that unwanted or unnecessarily duplicated material may be disposed of as the Library sees fit.

Withdrawal of stock

Stock is regularly reviewed by Academic Liaison Librarians to ensure that it is relevant, up-to-date and physically in good condition.

Criteria for withdrawing materials from the collection include the following:

- Relevance and currency of content
- Recent usage levels
- Physical condition
- Whether later editions are held in the Library
- Whether subject is still taught or likely to be taught at Oxford Brookes

Controversial materials

In accordance with the Chartered Institute of Library and Information Professionals' [Intellectual Freedom, Access to Information and Censorship statement](#), Oxford Brookes University Library supports the reader's right to choose. Intellectual freedom is an essential value in the life and work of any university.

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 the policies and principles outlined in this document.

Special Collections

The Library aims to develop its special collections in accordance with the Special Collections Guidelines for Acquisition. The conditions relating to the acquisition and retention of material within these collections will be dependent on the terms of deposit. In general terms, stock is not normally withdrawn from collections, except for duplicates. A scope and acquisitions policy is available or under development for each individual collection.

Further information about our [special collections](#) is available.

Dissertations and theses

Theses

Oxford Brookes MPhil and PhD theses for all subjects are held permanently in the Library. Details about these can be found on the [Library Catalogue](#).

Postgraduate dissertations

The Library holds dissertations for some postgraduate courses. Holdings range from complete sets, to selections made by course leaders. There is insufficient space in the Library for all postgraduate courses. Dissertations which are held are normally kept for up to 8 years.

Access

All theses and dissertations are held on closed access and are normally available on request for reference only.

