

# Oxford Brookes Library Collection Development Policy

October 2021

## 1. Introduction

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

- The available budget
- Nature of the supplier market
- The ongoing expansion of the digital environment — databases, journals, books
- A proliferation of ebook providers and models
- The need to be responsive to teaching, learning and research priorities at the university
- The need to ensure the collections remain relevant
- Space constraints — campus changes, meeting student expectations for study space.
- The evolving Open Access landscape

### 1.1 Purpose of this policy

The purpose of this policy is to inform our key stakeholders (university management, faculty, students, and our staff) both in respect of the practical aspects of allocating and spending the budget and the principles that underpin these practices.

It is designed to be reviewed annually in line with changes to teaching and learning practices at the University and the evolving scholarly and academic publishing marketplace.

## 2. Budget

The Library resources budget is allocated annually and divided into three separate (not equal) tranches to cover journals and journal packages, databases and books (print and electronic). For journals and journal packages and databases, the funds are centrally managed.

The book fund is allocated using an established formula that takes into account student FTE numbers and the average price of books in different disciplines. The allocations are managed and further allocated to individual Academic Liaison Librarians by Academic Liaison Team Leaders, each responsible for one or more of the university's four faculties.

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.

## 3. 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.

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

- Essential /recommended reading for course or module (usually via reading lists in Aspire)
- Optional/background reading for course or module
- Lecturer or researcher request
- Student request (including MoreBooks)
- Resources that help to support the University's commitment to "[the advancement of equality, diversity and inclusion](#)" informed by the [Equality, Diversity and Inclusion Policy](#). For example those included on the reading lists for [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

### 3.1 Formats

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.

### 3.2 Controversial material

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 stated selection criteria.

### 3.3 Collection Development Equality, Diversity, and Inclusion Statement

“Oxford Brookes University is committed to the advancement of equality, diversity and inclusion. It seeks, through all its policies and actions, to be a genuinely inclusive organisation, and draws for this on good practice throughout the higher education sector and wider economy with a view to integrating the principles of equal treatment and the promotion of diversity into all aspects of the University’s day-to-day life.”

[Equality Diversity and Inclusion at Brookes](#)

The Library is informed by the [Equality, Diversity and Inclusion Policy](#) and understands it “may need to provide its services in a range of different or more flexible ways, in order to ensure genuine equality of access or opportunity for groups and individuals who approach those services from a position of persistent and longstanding disadvantage,” along with being informed by the [Equality, Diversity, and Inclusion Strategy 2018-2022](#).

The Library is guided by the strategic priority outlined in [Oxford Brookes University Strategy 2035](#) to “continue our efforts to build and sustain a diverse and inclusive workforce which will both attract and support a more diverse student body (Ref no.: P & C 5, 2035 Strategy, p.29) and the Global Citizenship graduate attribute.

The Library aims to continue to broaden the collections. It engages with work such as decolonising the curriculum, and diversifying the curriculum, while recognizing these are complex areas.

The Library work has included the creation of reading lists promoting resources that aim to help with developing understanding of equality, diversity, and inclusion, 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](#).

The Library provides support in this area to programme teams, and individual lecturers, and where requested can advise on course resources and reading lists.

## 4. Acquisitions (procurement) and discovery

We continually evaluate our resources to ensure the best use of our budget and value for money. Analysis of usage data and feedback from academic staff helps inform our decision making. We participate in shared service procurement opportunities offered by Jisc and the Southern Universities Purchasing Consortium (SUPC) and actively negotiate prices with suppliers not covered by these agreements.

The budget for all subscriptions (journal and other subscriptions) is held by central LR management.

For print books and ebooks, the reading lists system is central (currently Talis Aspire) and selections are made through the criteria below (4.2). The process for book acquisitions

involves Academic Liaison and Content Services staff and is reviewed annually to ensure efficiency.

Currently, use is not made of so-called evidence-based or demand-driven methodologies for adding ebooks to stock, although they have been trialled in the past. The current book fund allocation is generally only sufficient to cover reading list material, whereas exploration and experimentation with these newer models generally require a level of funding in excess of fulfilling the basic reading list materials requested by academic staff.

Descriptive metadata is captured by Metadata Services staff and forms the basis of the LibrarySearch (discovery platform) descriptions for all Library print book and ebook content. Our commitment to high-quality metadata demonstrates the value we place on the resources we acquire and, ultimately, their successful discovery by library users.

#### **4.1 Open Access**

We continue to monitor the development of Open Access monographs.

We actively seek to facilitate the discovery of Open Access resources and collections where relevant and appropriate.

#### **4.2 Reading list materials**

- Reading list materials will generally be first priority for purchase (where the purchase is necessary and materials are not, for example, legitimately available on open access)
- Our reading list software is currently Talis Aspire
- Academic staff are the owners of reading lists and are encouraged to create and maintain their own lists in Aspire, with support from Academic Liaison staff
- Module leaders are encouraged to indicate in Aspire whether resources are Essential, Recommended or Optional
- Essential reading will always be purchased e-first where available, affordable and appropriate
- Where available and affordable, unlimited or multi-user access will generally be preferred to single user (unless multi-user access is only available via annual credits on titles where these would be used up too quickly)
- Where not available online, essential reading may be provided through (as appropriate) multiple loan copies, Reference copies, Short Loan copies, or a scan of a key chapter or section
- Recommended reading will generally be purchased e-first where available and affordable. Otherwise, it may be provided through (as appropriate) multiple loan copies, Reference copies, Short Loan copies, or a scan of a key chapter or section
- Optional reading will generally be purchased as a single copy unless this is not appropriate (eg for distance learners or placement students, where online access is available and affordable)
- Where essential reading cannot be provided online, it may be necessary for Academic Liaison Librarians to work with module leaders to identify appropriate alternative essential reading

### 4.3 Books

- Books on reading lists (print and e-books) will be purchased, budgets and space permitting, in accordance with the Reading Lists criteria above
- Other print books may be purchased as part of collection building in line with the University's taught courses, research priorities and Special Collections, generally single-copy
- Additional print copies or e-book licences may be purchased, budgets permitting, where holds or turnaways data indicates our present holdings are unable to meet demand
- E-books may also be purchased or subscribed to as part of bundles or packages where this is considered to represent value for money for our users
- Individual e-books can generally only be purchased from Library budgets on a "library" model, i.e. a permanent purchase which makes the e-book available across our entire student and staff body. Library budgets do not generally permit the purchase of e-textbook models where payment is on a payment-per-student basis, as these often run to hundreds or thousands of pounds per title per year. We can and do advise Faculties who wish to purchase e-textbooks on this basis for individual courses.
- It should be noted that many titles are not made available by publishers for Library e-book purchase at all.

### 4.4 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. The majority of single journal titles are sourced via a subscription agent for efficiency purposes with the terms of supply governed by a framework agreement managed by SUPC.
- Access to the majority of journals published by Elsevier is made available via a multi-year agreement which concludes in December 2021. Jisc is currently negotiating a new national arrangement for 2022 and beyond.
- More recently, the Library has signed-up to a 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 Article Processing Charges (APCs). Publishers include: Cambridge University Press, SAGE, Taylor & Francis and Wiley.
- The Library is rigorous in its analysis of usage data of e-journals and e-journal packages to ensure value for money. For content not already negotiated by a national partner, like Jisc, we will always seek to obtain the best value by using what limited negotiation strategies are available to us.
- Our database collection comprises a diverse mix of multi-disciplinary and subject-specific content. Some of the best used content is aggregated collections of

books and journals, but very specific legal and business databases are also highly used and essential for the delivery of some courses.

- Recommendation of database content is generally made by the Library's academic liaison librarians in conjunction with teaching staff. The Library retains a list of recommended and requested database resources that cannot currently be accommodated due to budget limitations. This list is reviewed annually.
- A small number of journal titles are available in print and are located within the Library. This diminishing collection provides access to some titles which we are not able to purchase in electronic format.

#### **4.5 Document supply (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. The cost of this service to the Library varies considerably depending on the supplier used, although an initial ceiling cost is set on requests, and anything over and above that ceiling is reviewed on an individual basis. Currently, this cost is subsidised by the Library for undergraduates and taught postgraduates; costs were previously passed onto faculties for researchers and staff but, at present, there is no mechanism for retrieving these charges. This is under review.

#### **4.6 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.

#### **4.7 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](mailto: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. If covered for scanning, we can make scans from print held stock (10% or one chapter) even if we provide access to the digital version of the same publication.

If available, we can also make use of the [Second Extract Permissions Service](#). Please refer to the CLA's [FAQ document](#) that outlines what is considered a suitable commercially available digital copy.

## 4.8 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 the 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. This means that 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 retained in perpetuity. Both print and online theses can be found via LibrarySearch, the Library's discovery service. 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. The location of 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 some independent films, not available as DVDs, through a streaming service. However, there is a large and growing amount of content not available for institutional subscription and/or purchase. The Library will continue to purchase DVDs and Blu-ray discs as required, whilst continuing to monitor streaming options.

The Library subscription to the Naxos Music Library for Music staff and students offers a comprehensive streaming service for classical music. There is not a comparable service for popular music. CDs will be purchased for genres not covered by Naxos. The CD collection will be reviewed regularly.

### 6.3 Music scores

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

**Oxford Brookes Library 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 will not be accepted, and if received will be disposed of as the Library sees fit.

## 8. Retention and withdrawal

**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.

## 8.1 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 (and with what status, eg multiple copies may be required for Essential/Recommended titles but not for Optional)
- 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
- Whether subject is still taught or likely to be taught at Oxford Brookes

**If you have any questions or comments about this policy please contact Robert Curry ([rcurry@brookes.ac.uk](mailto:rcurry@brookes.ac.uk)) or Paul Harwood ([pharwood@brookes.ac.uk](mailto:pharwood@brookes.ac.uk))**

**This policy is due for review July 2022**

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