**UWS UNIVERSITY OF THE WEST of SCOTLAND**

**LIBRARY COLLECTION DEVELOPMENT GUIDE**

## 1. INTRODUCTION

The Library Collection Development Guide supports the University's aim to provide content for programmes in the most effective way that reflects current pedagogy, developing internationalisation, and to ensure research and knowledge transfer activities have access to the most relevant information.

This document outlines how the selection of resources for the Library Collection at the University is informed. It provides a framework and set of parameters within which Library staff work. The primary function of this document is to outline to all staff the appropriate, transparent and consistent principles which should be followed for the selection, retention and disposal of University Library resources. It must be followed by academic staff and all Library staff when selecting, acquiring and retaining resources for, or disposing of resources from, the Library Collection.

The 'Library Collection' is broadly defined as all information resources to which the Library provides access, regardless of format or mode, in support of learning, teaching, research and/or knowledge exchange at the University.

## 2. GUIDANCE

As part of our commitment to providing Library resources, the Library staff shall:

- provide access to core content (material essential to the module or programme). Where possible this will be by purchase, subscription, or digital scan provided under the terms of the CLA Licence for the VLE. We will work with academic staff to identify suitable alternatives where this is not possible.

- review the resource allocation model (RAM) annually with Assistant Deans, School management groups, the Library Services Manager and Lead Librarian (Resources) to ensure the best use of budgets for one-off resource purchases and subscriptions to academic journals.

- consider acquiring the electronic format of a resource, where appropriate, and where the cost can be justified in the context of the overall budget.

- work with academic staff to ensure that reading lists are up to date and utilise appropriate technology to improve student access to reading lists.

- meet the responsibilities set out in the *UWS Operations Manual: Franchise Model* in relation to TNE Collaborative Partnerships.

- continue to monitor the research publishing environment and changes in open access policies.

- retain information resources which support current learning and teaching requirements and the long-term research needs of the University.

- collaborate with other institutions to increase access to important information resources including taking part in local, regional, Scottish or UK purchasing consortia where appropriate.

- seek to make the Library Collection available, where appropriate, to the wider community and continue to nurture partnerships with public libraries and other libraries to develop shared collections.

- ensure that information resources can be found on the Library's catalogue, VLE or website.

- work with Disability Services to provide information resources in alternative formats for users with disabilities where this is possible.

- continue to build external partnerships and horizon-scan for potential external funding for additional collections.

- appraise offers from third parties to donate hard copy materials to the Library Collection in line with *Library Collection Procedures.*

- consider exchange agreements with other institutions where the material corresponds to known learning, teaching, research or global reach at the University.

- continue to preserve and curate the University's Special Collections.

- review the Library Collection on a regular basis in consultation with academic staff to ensure that it continues to be academically relevant.

The *Library Collection Procedures* document to support this guide is available on request from UWS Library.

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