

<b>Owner:</b>	<b>Academic Services (AS): Library and Learning Support</b>
<b>Version number:</b>	4.1
<b>Date of approval:</b>	22/02/2017
<b>Approved by:</b>	Head of Library Services and University Librarian
<b>Effective date:</b>	22/02/2017
<b>Date of last review:</b>	22/02/2017
<b>Due for review:</b>	01/07/2018

## **Library Collection and Access Development Plan 2015-2018**

### **1. SCOPE AND PURPOSE**

- 1.1** This development plan is for BU staff to enable learning resource delivery to all at BU.
- 1.2** The Plan describes our vision for the acquisition of collections of information resources and access to them. It supports the [BU Strategic Plan 2012-18](#), whilst also addressing the individual needs of the Faculties by outlining financial planning and informing discussion between Library and Learning Support (LLS) other sections of Academic Services (AS), the Faculties and the University Leadership Team.

Collection and access development includes all activities that support the creation and maintenance of Library collections that inspire staff, students and researchers.

These activities include:

- Evaluating the collections and planning future developments
- Budget setting and procurement
- Resource discovery
- Access to resources within agreed licence limitations
- Retaining and withdrawing stock as appropriate

The activities described aim to be efficient and cost effective, whilst ensuring maximum flexibility and choice for library users to access relevant information.

The plan includes:

- materials purchased, stored, and made accessible by BU;
- repositories of research, educational resources and data created by BU staff and students;
- open access materials;
- collections held by others in the UK and worldwide;
- tools used to exploit and discover collections;
- preservation of materials of lasting value to BU;
- advising on student purchase or rental of resources;

- 1.3** Over the last decade, development of BU's collections has enabled staff, students and researchers to exploit the increasing availability of digital information. The Library and Learning Support Key Performance Indicators include measures of the increasing availability and use of digital information and can be accessed at:

<http://www.bournemouth.ac.uk/library/about-us/kpi.html>

This plan is necessary to ensure that future development provides equity of access and usability for all students and staff in their learning, teaching, enterprise and research.

We will achieve this through:

- a) Acquiring information resources (in electronic format wherever possible)
- b) Curating BU research outputs and data and making them openly accessible wherever possible
- c) Developing tools and technology that facilitate the discovery of information resources

## **2. KEY RESPONSIBILITIES**

See section 5 for detailed responsibilities.

## **3. LINKS TO OTHER BU DOCUMENTS**

The BU Library Collection and Access Development Plan fits within the framework of the [BU Strategic Plan 2013-18](#) and individual [School/ Faculty Delivery Plans](#).

This Plan should inform the process of programme development and review and be evidenced in APPENDIX 6: FRAMEWORK/PROGRAMME RESOURCE FORM of [4D – Framework and Programme Approval, Review and Closure: Policy and Procedure](#).

Within the Library it informs our Research Collection Plan <http://www.bournemouth.ac.uk/library/local-assets/using-the-library/docs/research-collection.pdf>

## **Policy**

### **4. Library Collection and Access Development Plan 2013-2018**

The plan aims to achieve the following outcomes.

- 4.1 **Evaluation and planning** of collections that meet the strategic objectives of BU, the needs of the curriculum and the research profile of the University in collaboration with national and international partners
- 4.2 **Budget setting and procurement** that meet the strategic aims of BU, the educational needs of the Faculties, researchers and enterprise
- 4.3 **Resource discovery and sharing** tools that enable staff, students and researchers to discover and share the learning resources that best support their teaching, learning and research
- 4.4 **Access to resources** that maximizes availability to meet the needs of teaching, learning, research and enterprise within agreed licence limitations.
- 4.5 **Retention and disposal** of materials that meets the ongoing needs of teaching, learning, research and enterprise

**Procedures**

**5. Objectives and actions**

**5.1 Evaluation and Planning**

**5.1.1 Identify resource needs**

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Allocate available resource proportional to the needs identified by the Faculties</li> <li>• Participate in BU course planning, validation and review</li> </ul>	<p>The Faculties will:</p> <ul style="list-style-type: none"> <li>• Communicate the School or Faculty’s planned curricular developments, recruitment and research priorities</li> <li>• Identify specific resource needs through academic liaison with Subject Librarians</li> </ul>
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**5.1.2 Evaluate the suitability of resources for learning, teaching and research**

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Provide regular management information on the use, and (where possible) impact of information resources</li> <li>• Monitor, suggest and evaluate the best existing and new products against the current and future curriculum and research priorities of the School / Faculty</li> </ul>	<p>The Faculties will:</p> <ul style="list-style-type: none"> <li>• Evaluate &amp; communicate the suitability of resources in meeting their curricular and resource needs through feedback to Subject Librarians, framework meetings and library resource review meetings</li> </ul>
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### 5.1.3 Strategic level planning and reporting

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Plan resource allocation and report to AS and the University</li> </ul>	<p>Faculties will:</p> <ul style="list-style-type: none"> <li>• Provide feedback and support for planned resource levels</li> </ul>
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### 5.1.4 “Best Practice” and innovation for learning resource organisation

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Monitor, influence and lead sector initiatives and strategies through regional and national collaboration</li> </ul>
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## 5.2 Budget setting and procurement

### 5.2.1 Manage the centralised library resource budget

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Recommend budget based on identified needs in time for business planning cycle</li> <li>• Implement regular and accurate financial reporting and manage spend throughout the year</li> </ul>	<p>The Faculties will:</p> <ul style="list-style-type: none"> <li>• Feedback resource needs and strategic direction to inform financial management</li> </ul>
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### 5.2.2 Strive for value for money in library resource procurement

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Monitor supplier performance.</li> <li>• Take advantage of regional and national purchasing consortia</li> </ul>	<p>The Faculties will:</p> <ul style="list-style-type: none"> <li>• Provide feedback on the academic value of deals</li> </ul>
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deals	
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### 5.3 Resource discovery and sharing

#### 5.3.1 Continually evaluate and develop the functionality and usability of our chosen discovery tools (including mySearch and the library catalogue) against the needs of academic staff and students

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Provide forums and opportunities for feedback on the functionality and usability of discovery tools</li> <li>• Review and implement enhancements</li> </ul>	<p>The Faculties will:</p> <ul style="list-style-type: none"> <li>• Test and evaluate developments and provide feedback</li> </ul>
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#### 5.3.2 Provide staff and students with an integrated environment for sharing and discovering recommended resources

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Provide an integrated reading list tool that enables academics to recommend materials and students to discover and access materials</li> <li>• Procure identified materials and provide easy access through the reading list</li> <li>• Provide academics with feedback on student engagement with reading lists to guide ongoing development</li> </ul>	<p>The Faculties will:</p> <ul style="list-style-type: none"> <li>• Identify recommended materials for the reading list tool</li> <li>• Regularly review reading lists based on student feedback</li> <li>• Contribute to the development of reading lists</li> </ul>
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#### 5.3.3 Provide access to information created by BU

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Manage, evaluate and enhance institutional repositories to maximise the discoverability of BU research outputs and data</li> <li>• Provide training and advice</li> </ul>	<p>Researchers will:</p> <ul style="list-style-type: none"> <li>• Deposit items within institutional repositories</li> </ul>
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### 5.4 Access to resources

#### 5.4.1 Maximise access to all resources

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Select electronic formats wherever possible and evaluate e-resources for accessibility</li> </ul>	<p>The Faculties will:</p> <ul style="list-style-type: none"> <li>• Indicate importance of resources to enable the provision of appropriate levels of access</li> </ul>
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<ul style="list-style-type: none"> <li>• Licence electronic resources at an appropriate level of access and review or upgrade as necessary</li> <li>• Promote learning resources and provide guidance on access</li> </ul>	<ul style="list-style-type: none"> <li>• Provide opportunities to promote and support resource use</li> </ul>
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#### 5.4.2 Review print collections to provide electronic alternatives

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Review heavily used print items and determine options for electronic access</li> <li>• Digitise print resources identified by the Faculties within the limits of our CLA licence and make them available via unit reading lists</li> <li>• Liaise with publishers to provide print materials in alternative formats to support students with additional learning needs</li> </ul>	<p>The Faculties will:</p> <ul style="list-style-type: none"> <li>• Identify materials for digitisation</li> </ul>	<p>Additional Learning Support will:</p> <ul style="list-style-type: none"> <li>• Identify students requiring alternative formats</li> <li>• Provide guidance on suitable formats</li> </ul>
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#### 5.4.3 Manage journals collections and access

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Move journal subscriptions to electronic-only where possible</li> <li>• Maintain print journal archives only where there is no robust electronic access</li> <li>• Monitor access platforms and work with suppliers to enhance access</li> </ul>	<p>The Faculties will:</p> <ul style="list-style-type: none"> <li>• Feedback on the academic value of potential electronic archive acquisitions</li> <li>• Provide feedback on access</li> </ul>
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#### 5.4.4 Promote and support access and creation of Open Access (OA) resources

<p>Library and Learning Support will:</p>
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- Work with colleagues from across the University to support Open Access publishing
- Identify Open Educational Resources (OERs) and enable their discovery for learning and teaching

#### **5.4.5 Manage multimedia resources to ensure ongoing access**

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Transfer outdated audio visual formats to new digital formats and platforms</li> <li>• Provide access to and promote Box of Broadcasts (BOB) for off-air recording and media archive</li> </ul>	<p>The Faculties will:</p> <ul style="list-style-type: none"> <li>• Identify material for off-air recording</li> <li>• Contribute to the review of multimedia resources to preserve appropriate access</li> </ul>
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### **5.5 Retention and disposal**

#### **5.5.1 Identify and dispose of material that is no longer of academic value**

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Regularly consult academic staff to review print and electronic collections</li> <li>• Provide management information to inform review</li> </ul>	<p>The Faculties will:</p> <ul style="list-style-type: none"> <li>• Provide feedback on the academic value of resources</li> </ul>
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#### **5.5.2 Provide an accessible and secure environment for learning collections**

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Follow accepted standards for the access, storage and archiving of print and digital media.</li> <li>• Manage access to e-resources for users eligible under the terms of our licence agreements</li> </ul>
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#### **5.5.3 Provide access to collections of reference materials**

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Provide access to bona fide researchers to material held in Special Collections</li> <li>• Provide electronic access to material wherever possible</li> </ul>	<p>The Faculties will:</p> <ul style="list-style-type: none"> <li>• Direct requests for access to the library and validate external researchers</li> </ul>
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#### **5.5.4 Enter into beneficial co-operative arrangements to store, dispose of and provide access to materials**

<p>Library and Learning Support will:</p> <ul style="list-style-type: none"> <li>• Offer materials to libraries with research responsibilities for cognate collection</li> <li>• Work with organisations to ethically dispose of or recycle unwanted materials</li> </ul>
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### 6. REFERENCES AND FURTHER INFORMATION

Learning Resource Documents can be supplied (on request to Subject Librarians) in support of course validations, accreditations or research proposals.