

## **Library Collection Development Policy**

### **1. Introduction**

Our collections support teaching, learning and research in line with the academic policy of the College. The subject coverage therefore aims to relate closely to the academic work of College. Materials are acquired in a variety of formats

### **2. University of London Libraries**

All staff and students of Goldsmiths are entitled to use the facilities of Senate House Library, including electronic resources. They also have limited rights to use the libraries of other colleges of the University of London; these rights do not normally include access to electronic resources.

It should be noted that Goldsmiths is responsible for the provision of adequate resources for undergraduates and masters' students on taught courses. Senate House Library does not purchase multiple copies of texts for taught courses and other colleges do not normally allow external users to borrow these books and may not allow access to them within the library.

### **3. Acquisitions**

#### **a. Budget**

Just over three quarters of the budget for information resources ('book fund') comes from College funds, the remainder from fines and external membership fees. This fund covers the purchase of books and print journals, subscriptions to electronic resources, inter-library loans, and conservation and binding. Approximately half the fund is spent on interdepartmental resources and services, while the other half is allocated to departments. This allocation is based on numbers of fte students with an allowance made for the differing cost of journals between disciplines. The allocation model will be reviewed in 2007.

#### **b. Suppliers**

The choice of supplier is made by library staff on the basis of value for money and level of service. Supplier performance, including supply times and quality of service, is monitored regularly. For books, the average time from order to shelf is currently six weeks.

#### **c. Donations**

Donations and bequests of individual items or collections are accepted subject to the following terms and conditions:

1. They are relevant to the research and/or teaching of the College
2. The Library has space to accommodate them and staff to manage them

3. The donor is the legal owner of the collection and is free to give it to us
4. No unreasonable conditions are imposed, e.g. in respect of housing, maintenance and access to the collection
5. As far as possible, intellectual property rights relating to material in the collection are documented and are acceptable to the College
6. Any items that are irrelevant, duplicates or in poor condition may be disposed of at the discretion of the Library

Requests to deposit collections in the Library will be considered in accordance with the first five criteria above. If the Library accepts a deposit, a formal agreement will be drawn up and signed on behalf of both parties.

#### **4. Collections**

##### **a. Books**

Selection of titles for purchase is based mainly on academic recommendations. Academic staff should send reading lists to their departmental subject librarian at least two months before the start of the course. At least one copy of each book or other item on a reading list will normally be purchased.

The Library cannot be expected to provide sufficient copies for every student to find a book exactly when s/he wants it, but where a book is required reading additional copies will be bought up to a maximum of 1 to every 10 students or 10 copies, some of which may be electronic. Where books are seen to be in high demand, electronic versions are purchased if possible and our electronic book stock will be increased gradually over three years.

Normally the latest edition of a textbook is held, but where the difference between editions is not significant, earlier editions may continue to be made available. If recommended materials are discovered to be unobtainable, the department will be advised, so that they can make alternative arrangements.

##### **b. Journals**

Journals are subscribed to selectively on the basis of their relevance to teaching learning and research at Goldsmiths and their affordability. Some electronic journals are acquired as part of the subscription to the printed version, and others are taken as electronic only under terms which may have been negotiated centrally for the whole of UK higher education. In assessing 'big deals', in which publishers may offer all of their output, or clusters of titles in subject groups, the proportion of titles of relevance will be the main factor in our decision whether or not to subscribe. Preference is given to electronic journals which are not held by Senate House Library.

Departments are asked to review their journal subscriptions on a regular basis, and to ensure that an adequate proportion of funding is available for student texts.

### **c. Other electronic resources**

Electronic resources include bibliographic and full-text indexes and full-text reference works. Titles which reflect the subject interests of the College are purchased, taking into account access arrangements, coverage and affordability. The number of concurrent user licences for these resources varies between one and unlimited. New titles are monitored and resources added when possible.

### **d. School Practice Collection**

The aim of the School Practice collection is to support Education students on teaching practice by providing books and other materials to use in class and for lesson preparation, with particular reference to the requirements of the National Curriculum.

### **e. Audiovisual Collection**

Audiovisual materials in a wide variety of formats are an essential part of our collection. Library staff order audiovisual materials in all formats in anticipation of known needs as well as in response to the recommendations of staff and student users. Priority is given to material to be used in teaching. Normally no more than three copies are purchased for each course.

### **f. Languages Resource Centre**

The Languages Resource Centre collection comprises an extensive range of language learning material including books, audiovisual resources and CALL software. Materials are selected for purchase both on the basis of academic recommendation and in line with user requirements. Materials that are for teaching purposes *only* and cannot be made available for general use on open access should however be purchased by the department in question.

### **g. Tutors' Files**

If an essential item for a taught course is not available for purchase, a copy may be put into the tutors' files collection. Contents include copyright free, out of copyright, copyright cleared or licensed material, or unpublished material written and deposited by College staff or students. Departments are asked to contribute towards the cost of any copyright clearance fees charged. Items are retained in this collection only for as long as they are needed for the relevant course.

### **h. Special Collections**

Goldsmiths is the UK's leading creative university and we focus, therefore, on acquiring and making available special collections appropriate to Goldsmiths' research profile and which support the qualities of complexity, diversity, individuality and radical thinking upon which it is based. Special collections cover the creative and performing arts, culture and society, particularly in the nineteenth and twentieth centuries, and include audio and visual materials as well as printed matter and archives. We aim to add to these collections as and when opportunities arise, by

purchase (if funds are available), donation or bequest; subject to the conditions of our acquisitions policy.

#### **i. Theses & dissertations**

Under University of London regulations, all MPhil and PhD theses accepted for degrees of the University are held in perpetuity in the College library, for reference use (a loan copy is available from Senate House Library). A selection of dissertations submitted for other degrees is held for reference use, deposited in the library by the department concerned with the student's consent. These are normally returned to the department after an agreed number of years, as their main purpose is to serve as exemplars of good practice for students in succeeding years.

#### **j. Examination papers**

All academic departments are asked to deposit copies of examination papers in the library. All papers received since 2000 are held electronically and can be accessed by members of the College, older papers are held in printed format. The collection is extensive but incomplete.

#### **k. Degree shows**

Since 1979 we have collected degree show and other exhibition catalogues, but we have a very limited collection of programmes of events and performances.

#### **l. College archives**

The College archives have not been collected systematically and there is a very limited amount in the Library.

#### **m. Institutional Repository**

We aim to build up our collection of all research output by members of the College in our Institutional Repository, and to make it freely available over the web in line with the College's commitment to the RAE and to enhance its research profile.

#### **n. Microforms**

A number of primary sources are held on microform. As electronic versions of these resources become available the microforms will be withdrawn.

### **5. Management**

#### **a. Cataloguing**

The Library's holdings of published materials are catalogued on the online public access catalogue to international standards. The catalogue is complete with the exception of some of our Special Collections which are in the process of being

catalogued. Archival materials which require specialised cataloguing are being entered onto a separate system which will also be available online.

## **b. Preservation**

Priority is given to binding periodical volumes which are in heavy demand and not available electronically. Books which are damaged and still in demand will be repaired or replaced with an up to date edition, whichever is most cost effective. Developments in electronic archiving are monitored and there is a programme of digitisation to preserve selected items in Special Collections and some audiovisual materials.

The Special Collections have been the subject of Preservation Assessment Surveys by the National Preservation Office and a programme of work to improve their storage is being undertaken.

## **c. Withdrawal from stock**

Items will be withdrawn from stock if they are:

- specialised works in a subject no longer taught or researched in the College and unlikely to be re-introduced.
- works containing out of date information, e.g. superseded editions of textbooks or directories
- damaged copies (which will be replaced if possible)
- unnecessary duplicates

Withdrawn items which are of potential use elsewhere will be offered for sale or given to another institution if appropriate. Any funds thus obtained are used to purchase new books.

## **6. Access**

All current staff and students of Goldsmiths have full access to the Library. Alumni and members of the public may use the Library for reference free of charge and may borrow books from the main collection on payment of a fee. Under the terms of standard agreements, electronic and audiovisual resources are not available to external users. The Library participates in various schemes to widen access, including SCONUL Research Extra, UK Libraries Plus, and the University of London Access Scheme.

March 2007