Library Collection Development Guideline

University of Nottingham Ningbo China

Content and Discovery Team
Nov. 2021

Contents

1. Purpose

The Library is committed to developing fit-for-purpose and high-quality collections to support the advancement of scholarly pursuits of the University. This guideline provides a framework for an on-going review and analysis of the collections in light of changing conditions within the University. As a result, it will be adjusted as necessary to reflect changes and developments in UNNC curriculums, research, and community services responsibilities. The guideline will:

- Guide the Library in developing and maintaining rich and high quality resources in support of teaching, learning and researches.
- Guide in the balanced treatment of subjects.
- Provide objective criteria for collection development and selection.
- Provide a means of interpreting the collection to library users.
- Provide guidance on efficient and effective selection, and dissemination of scholarly information.
- Promote a strong and efficient relationship with vendors
- Ensure value for money
- Serve as a communication device that clarifies objectives to library staff, and contribute to operational efficiency in terms of routine decisions.
- Provide information for allocation of funds.
- Facilitate coordination and cooperation among library staff and with other libraries in other universities.

2. Scope

The scope of this guideline is to provide information on the following:

- Roles and responsibilities for developing collections.
- Some relevant principles that this guideline must follow.
- Supervisory body.
- Collection scope and guidelines for selection.
- Access and Resource Sharing.
- Collection Evaluation and Maintenance.
- Gifts and Donation.

3. Implementation

3.1 Roles and responsibilities

The Director of Library delegates to designated staff the authority to interpret and apply this guideline in daily operation. All staff work collaboratively with each other and customers to support collection development and management.

Staff in Content and Discovery Team provide continuity for the development and management of the Library's collection. They plan, budget, select, acquire, catalogue, process, and manage library materials. They handle all requests equitably, and respond to customer questions about the Library's collection. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Customers also play a key role in the development of the Library's collection. All library users are encouraged to submit suggestions for the purchase of library materials to library acquisition staff.

Academic departments designate a faculty member to serve as a library coordinator for that department. These coordinators serve as liaisons to the Library, facilitating communication between the department and the Library. They often channel requests for the purchase of materials from faculty members in the department to the responsible librarian, but individual faculty members may send purchase requests directly to the appropriate librarian if they prefer.

3.2 Related regulations and policies

This guideline conforms to other relevant regulations/policies listed as follows:

- 《普通高等学校教材管理办法》
  Regulations for the Management of Teaching Materials in Higher Education Institutions
  http://www.moe.gov.cn/srcsite/A26/moe_714/202001/t20200107_414578.html
- 《出版管理条例》
  Regulation on the Administration of Publication
  http://www.gov.cn/zhengce/2020-12/26/content_5574253.htm
- UNNC Textbook Policy
  https://share.nottingham.edu.cn/sites/Policies/Staff%20Policies/Textbook%20Policy.aspx
- Copyright
  https://www.nottingham.edu.cn/en/library/copyright/copyright.aspx

3.3 Governance

This document will be periodically reviewed and modifications made when appropriate.

4. Collection Scope

The Library will mainly collect as its core resources that fall within University academic programmes and research in the disciplines of Humanities & Social Sciences, Business, Sciences & Engineering, and other subjects as deemed relevant.

The Library will also actively collect materials for good reads, whole-person development and general education for the all-rounded education of students.

5. Criteria for Selection of Library Materials

Library staff exercise professional judgment and expertise in making collection development decisions, including decisions about selecting titles, and identifying quantities for purchase. Customer interest, both expressed and anticipated, strengths and weaknesses of the existing collection, physical space limitations, acquisition procedures, and available budgets are all factors taken into consideration. Materials are acquired in multiple formats when appropriate, including print, audio-visual, and digital resources. Materials are also selected to ensure that the collection as a whole contains materials on many different topics and in many different genres so that there is a choice of materials or formats on the subject and that multiple views are expressed.

5.1 Selection Criteria

Emphasis on the general collection is placed upon scholarly works reflecting the current curricular needs of all academic programmes at UNNC. The following general criteria are considered in the decision of purchase or selecting library resources:

- Relevance—what is the relevance to the university curriculum?
- Specialisation—will this resource be of use to multiple programmes/groups?
- Cost—is the resource cost-prohibitive to the collection development budget?
- Audience—is the resource scholarly or popular? Higher-level or lower-level?
- Reputation—is the publisher or author highly regarded in their subject area?
- Current Holdings—does the library currently have many items in the same or similar subject?
- Demand—do we frequently receive requests for borrowed materials (interlibrary loan) on the same or similar subject?
- Physical Condition—is the resource in poor repair? Suitable for Special Collections?
- Aesthetic considerations—Does the resource have literary, artistic and social value and appeal to the imagination, senses, and intellect of students?

In addition to these general criteria, the following are also considered:

- Geographic Areas
    - The primary emphasis of the general collection is on materials from the English-speaking countries. Materials from other countries supporting the curriculum are selectively acquired and purchased.
- Languages
    - The primary emphasis of the general collection is on the English language. Non-English materials supporting the foreign language curriculum are selectively acquired and purchased.
- Dates of Publication & Currency of Collections
    - The purchase of current material receives preference over the acquisition of retrospective material. Newly published material is usually less expensive to acquire, and, more importantly, it tends to be the type of material most in demand by students. Building strong collections of current materials also lessens the need for retrospective collecting in the future. Materials published within the last ten years receive primary consideration. Materials covering earlier periods, including history (especially local history), major theories, and classic works are selectively purchased.

5.2 Selection tools

Selection tools are used by librarians to keep abreast of new titles to identify and recommend core and important titles to add to the Library's collection. These tools include but are not limited to:

- Standard selection resources such as GOBI, Resources for College Libraries and publisher catalogues.
- Vendor web services, which sell to the academic library market.
- Reviews from recognised professional publications such as Library Journal and Choice.
- Recommended lists from recognised authorities (e.g., Library associations).
- Requests by patrons (academics, students, staff and others).
- Recommendations by other professionals/instructors in the field.
- Local/regional newspapers & magazines.

User Recommendations: Library users are encouraged to recommend potential acquisitions via Book Suggestions: https://www.nottingham.edu.cn/en/library/finding-resources/resource-suggestions/book-suggestions.aspx

6. Acquisition Criteria

6.1 Budget planning

The budget is generally based on the regulation of China Ministry of Education regarding library book quota. It is prepared by Team Leader of Content & Discovery in consultation with the Director of Library, Research and Learning Resources before 1st of April of each fiscal year.

Requests for materials from academics, staff, and students are major drivers to initiate new increase of budget. LRLR Content & Discovery Team is responsible for estimating cost, assessing their value and considering for planned payments to get approval of the University Senior Management.

6.2 Supplier selection

The vendor selection is within the vendors that obtain import licenses for publications from national government agencies and are authorised to provide duty-free business to university libraries according to the relevant laws and regulations of China. Vendors must sign service agreement with UNNC Library to ensure their services are qualified to our requirements. All ordering and receiving in acquisitions is based on the selection of vendors with whom we set agreement. The determination of whom we retain as suppliers is based on reliability, customer service, error rate, and cost. This is an important operation in acquisitions since it underlies the quality of all work that follows.

During the ongoing relationship of the vendor with the acquisitions unit substantial contact and communications continues, both from the library staff to staff of the vendor, should strictly follow UNNC Anti-bribery Policy.

6.3 Material format

The Library will collect material in any format deemed necessary to meet the curricular and research needs of the University. This may include, but is not limited to, print books, eBooks, microforms, DVDs, audio, charts, maps, streaming media, dataset and any other format as needed. The library provides necessary equipment to use the formats that it collects.

6.4 Pricing considerations

6.4.1 Printed monographs

- New monographs requested should support the academic department's curriculum and faculty research.
- To better utilize the Library spaces and budget, the Library supports single copy principle either in print or electronic format.
- Duplicate copies may be ordered in special circumstances, such as
  - high or anticipated high usage
  - key/essential readings
  - Staff as author publications
- Paperback format for monographs is preferred when placing orders for titles available in both paperback and hardcover.
- Each title is entered into the library system for ordering purposes and must be researched to identify the least expensive option.
- The price of each title should be compared one by one according to quotations from vendors. Service quality and delivery time are also important factors in making decision of orders, especially when ordering textbooks.

6.4.2 Electronic resources

- The preferred price model is site license for unlimited on-campus access by faculty, students, staff, and registered external users, and off-campus access by UNNC members.
- Preferably, the subscription fee for a licensed electronic resource should include perpetual access to the subscribed full-text content that has been paid for in the event the subscription is cancelled.
- The Library should not be required to purchase both the print and electronic formats except for embargo.
- The Library will conduct annual review exercises on journals and databases with Faculties. The evaluation will be based on budget status, usage statistics, and professional judgement from Faculties and Librarian.
- The Library supports the subscription and purchase of e-books that are available in different purchasing options such as Patron Driven Acquisition (PDA), Demand Driven Acquisitions (DDA), and Evidence-Based Acquisitions (EBA). The Library will advise the appropriate acquisition options based on their expertise and budget availability.
- The Library is a member of the DRAA and ZADL and will participate actively in consortium purchasing to gain savings from collective purchasing power.

7. Access and Resource Sharing

Access to materials is facilitated by the way they are organized, managed, and displayed. The Library uses standards-based cataloguing and classification systems.

Customers access the collection through the Library's discovery system, the Library's website, other online services, and interactions with staff. Materials located at one community library may be requested for pick-up at a more convenient community library location.

Use limitations ensure fair and equitable access to materials. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Materials that are not in the Library's collection may be obtained on behalf of a customer from another library via established interlibrary loan networks. Details for interlibrary loan services, please refer to https://www.nottingham.edu.cn/en/library/using-your-library/borrow-renew-and-return/interlibrary-loans.aspx.

8. Collection Evaluation and Maintenance

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be retained, redistributed, repurchased, re-catalogued, or withdrawn.

Along with the same criteria used to select new materials, general criteria for retaining, replacing or withdrawing may include:

- Timeliness, accuracy, or relevance of information.
- Customer demand.
- Format or physical condition.
- Completeness of sets.
- Number of copies in collection.
- Availability of similar materials.

- Long-term or historical significance.
- Availability of space.
- Usage.

9. Gifts and Donation

The Library welcomes gifts and donation of materials that significantly enhance the strengths of existing collections and support the teaching and research programs, present and anticipated, of the University.

Because of the high cost of storage and processing, the Library is unable to accept all donations. We will not usually accept:
- Textbooks.
- Periodicals/magazines/newspapers.
- Titles already owned by the Libraries.
- Very thin books (thickness of the book is less than 3mm) for younger children.
- Materials in poor condition.

The Library is also the recipient of rare books, archives, manuscripts, and other primary source materials from peer universities, generous individuals (alumni, faculties, and friends) and social organizations. Those donations help enrich and grow Library Special Collections.

Once accepted, the gifts and the donated materials will become the property of the Library. The Library will store, preserve, protect, and/or display the material(s) with the standard library or archival practices as deemed appropriate.

For any donated materials accepted by the library, the library can award a certificate, a certificate that this donation has been received by the Library, to the donator, if requested.

10. Guideline History

Date created: Sep., 2021
Date adopted: Nov., 2021
Next review date: