University of East Anglia: Collection Development Policy 2023 - 2025

V8.0 Nick Lewis, Library Director. Approved by Library Forum 30th January 2023

UEA's collections are a combination of physical materials available in the Main Library and digital materials, such as e-books, e-journals and databases, available online. UEA seeks to develop a broad and inclusive collection of resources that reflects the diversity of the UEA Community and supports its teaching, research and wellbeing. When considering the collections, both and digital provision will be taken into account, with an increasing emphasis on digital collections owing to space constraints, "dual mode delivery of teaching", and students working at a distance and on placement. Timely resource delivery at the point of need is prioritised over physical collection development, and suggestions for adding to, or developing, our collections are actively welcomed from the UEA Community.

1.0   Digital first

1.1   Where available electronically, the Library adopts a *digital first* policy for buying books to support undergraduate teaching. Physical versions are generally only purchased if the e-book edition is out of date, its license terms insufficient to meet the needs for concurrent student access, or to meet needs of students who may otherwise be unable to access an electronic equivalent.

1.2   The Library also adopts a *digital first* policy for books to support research where available.

1.3   The Library adopts a *digital first* policy for current journal subscriptions, unless post-cancellation access rights to the subscribed years are not likely to be available in future.

1.4   The *digital first* policy is supported by information and digital skills induction for all students, with a self-service *online first* approach to training in this area.

1.5   The *digital library* is accessed through UEA Library's web and mobile presence, with offerings for undergraduates and researchers.

2.0   Journal collections

2.1   The Library applies a *digital first* approach to current and past journal subscriptions, unless post-cancellation access rights *to the subscribed years* are not available. In such cases, a print version may be retained by the Library as an assurance of long-term access to the journal for UEA researchers.

2.2   The Library keeps its past physical journals under constant review and wherever possible undertakes physical journal withdrawals, having checked that appropriate long-term arrangements for ongoing online access and preservation seem to be in place.

2.3   If current journal subscriptions are cancelled, the Library endeavors to retain access to the previously subscribed years but cannot commit to keeping any previously *gratis* access to additional back volumes.

3.0   Book collections

3.1   The Library's *digital first* policy prioritises getting content to users in the most scalable and affordable way possible to meet UEA's teaching and research priorities. This means that sometimes UEA Library will purchase digital content even if the user preference is for print.

3.2   The Library undertakes ongoing interdisciplinary reviews of physical books in consultation with faculty to ensure items with minimal usage are withdrawn to make space for resources most relevant to *current* teaching and research or for additional study spaces, depending on university priorities.

3.3   Where necessary, to facilitate this, in liaison with faculty, the Library may develop a '*discipline statement' for each discipline area*, clearly stating an agreed approach to future resource provision and to stock withdrawal, nuanced depending on the discipline areas concerned and subject to biennial review (every other year).

3.4   Where subjects are no longer taught, proposals for book withdrawals of whole subject areas must be agreed with the relevant Faculty Executive(s) and signed off by LTC, to ensure any plans for the subject's future re-emergence have been taken into account.

3.5   Whilst there remains no imminent prospect of a library extension, books will have to be managed within their allocated discipline footprints and this is the primary responsibility of the Academic Librarians in charge of each collection in liaison with faculty.

3.7   On its own, a general user *preference* for print format will not be a suitable reason to provide an additional or alternative print copy format because this would not be affordable for the University nor would there necessarily be sufficient space in the building.

3.6   Where specific user *need* for print format is identified, additional print copies of an e-book may be purchased under the following conditions:
- to provide an alternative format for those who may not have access to digital devices (i.e., for inclusion purposes) or for those who may have additional needs.
- to keep physical Collections updated (but only on a 'one-in, one-out' basis)

3.8   In collection areas where sufficient physical book withdrawals cannot be identified, e-book replacements for existing stock must be considered as an alternative to ensure there is sufficient space for new acquisitions to be received.

4.0 Book buying

4.1 "Core"/essential reading lists items for undergraduate teaching are prioritized, with selective purchase of "further reading" and research books based on agreed discipline statements.

4.2 UEA Library purchases essential and core readings and materials on reading lists, coupled with selective purchase of Further Reading items if funds permit. For disciplines where long form bibliographies (c. 75+ items) are provided instead of reading lists, academics will always be asked to identify the 'core' and 'further' readings for the module, with the remainder of the items receiving the lowest priority in terms of review and purchase because it is not affordable to buy a copy of everything.

4.3 User-led selection: As part of its provision, UEA Library may selectively subscribe to 'demand driven' and 'evidence based' services to facilitate user involvement in book selection to ensure timely delivery of resources at point of need.

4.4 Intellectual freedom: We commit to the IFLA statement on libraries and intellectual freedom, as endorsed by RLUK. UEA Library adheres to the principles of intellectual freedom, uninhibited access to information and freedom of expression and oppose any form of censorship. The inclusion of a work in our collection or on our shelves should not be taken as endorsement of the work or author(s).

5.0 Book donations

5.1 Whilst there remains no prospect of a library extension, donations will not normally be accepted as these take up additional physical space and are costly to process. The only exceptions are rare or valuable items which may be considered to add to Special Collections.

5.2 Donations and gifts for UEA Archives are governed by separate Archive Collection Policy

6.0 Interlending and document supply

6.1 The Library takes a *digital first* approach to interlending and document supply service, with online resource delivery taking precedence over traditional print-based options, where available. Where more cost effective, or to meet time constraints, this may involve purchasing items rather than borrowing the item from elsewhere.

7.0 New modules, courses, Schools & disciplines

7.1 For new Schools, or new discipline areas, the faculty and Library must agree in advance an institutional business case for both start-up and recurrent funding.

7.2 For new courses, the resource issues will be identified through the University's Course Approval procedure reported through Learning and Teaching Committee.

7.3   For new modules, Schools should liaise with the Library a minimum of six months in advance of the start date to provide advice on outline resource needs; such as "essential" and "core" readings or journals, as shown in the module outline. If no such liaison is initiated by the School, funds to support the module cannot be identified retrospectively.

7.4   The Library has a 'one in, one out' approach to new journal acquisitions owing to funds available except in discipline areas where new recurrent funding has been agreed in advance.

8.0   Archives

8.1   In consultation with faculty, UEA Library undertakes selective acquisition of archives to meet anticipated research and teaching needs, primarily by UEA researchers. This is outlined in a separate policy. archives-policy.pdf (uea.ac.uk)

9.0   Databases and software

9.1   UEA Library acquires web based full text and bibliographic databases to support the current research and learning needs of the university. Content should normally be hosted on publisher platforms that provide concurrent access via standard University authentication mechanisms. Licences will normally only be entered into where publishers provide standard academic subscription billing arrangements.

9.2   Non-library resources, such as specialist software and datasets, are expected to be located and purchased within individual Schools or faculties, where more specialist requirements can be accommodated, and relevant expertise and IT support is available. Direct hosting and manual administration of individual usernames and passwords are not supported.

10.0   Feedback and engagement with this policy

10.1   Feedback and engagement with UEA Library policies is welcomed from the UEA Community. The UEA Library has a number of mechanisms for feedback, which includes the Library Forum, dedicated email address library.feedback@uea.ac.uk , and an online comment form which can be used for anonymous feedback.

10.2   Users are able to help inform and co-curate UEA Library Collections through our book suggestion form and "Decolonise UEA Library" campaign. Both these routes encourage users to suggest titles which we will acquire for the Library in the most appropriate format.

10.3   We welcome and encourage comment and engagement on this policy and our collection development approach. In particular, if you have a comment or concern about a particular item(s) in the collection we would encourage you to contact us and we will respond to you within 7 days.