

## **University of Portsmouth Library – Collection Management Plan**

### **1 Purpose**

This plan is the working document which allows the Library's Collection Strategy to be implemented. The following key points from the strategy are the guiding principles regarding collection purpose and format:

"The purpose of the University Library collection is to support the strategic aims of the University of Portsmouth including the Education Strategy, Research Strategy and Knowledge Services Strategy".

"The University Library has a strong preference for the electronic format but we recognise that the broad sweep of the academic programme at the University of Portsmouth means that in some subject disciplines it is not currently possible to source a full range of high quality electronic resources."

It should be noted that this plan does not cover the University Archive Collection which has its own [policy and plan](#).

### **2 Stock Selection**

#### **2.1 Selection Criteria**

Faculty Librarians work in conjunction with Faculty staff and apply the following criteria when approving orders and selecting material for stock:

- Inclusion on a reading list; items on lists submitted to the electronic reading list service Aspire will be prioritised
- Multiple reservations on existing stock
- Needed for research or knowledge transfer
- Ease of access and use – including availability for those with visual or hearing impairments
- Technical compatibility with existing systems within the Library and across the University
- Cost and likely ability to maintain the subscription
- Availability of usage statistics

#### **2.2 E-books**

Publishers sell individual e-books with single user and multi-user licences but sometimes, a single user licence is all that is available. Where single user licences are the only option, the e-book can only be read by one Portsmouth user at a time. If a book is listed as essential reading on a reading list, library staff will try to purchase a multi-user licence or multiple single user licences if possible. For books listed as background reading, single user licences may be preferred at the discretion of the Faculty Librarian.

In addition to these individually selected titles, the Library also acquires e-books as whole packages from selected suppliers because this is a cost-effective way of providing access to a large number of titles. Library staff have no control over which titles appear in these e-book packages and publishers may withdraw access to particular items at short notice. Faculty Librarians will attempt to buy back high use titles as individual e-books, but this is not always possible.

### **2.3 Scanning Service**

In order to enable easier access to book chapters and journal articles named in reading lists, the Library offers a scanning service for academic staff under the terms of the CLA Scanning Licence. Academic staff should request scans via their online reading lists. The service is free for items owned by the University of Portsmouth; a fee is payable for items which need to be obtained via the British Library. No other scanning of this material is authorised by the Library.

### **2.4 Journals**

Journals will be made available in the most cost-effective manner possible, which in many cases will be in electronic form via “big deal” packages. Printed journals will be made available in one continuous alphabetical sequence, regardless of subject, on the top floor of the Library, with some lesser-used titles in Reserve Stock. As set out in the Collection Management Strategy, a written case must be presented to the Faculty Librarian if departments wish to start a new journal subscription (print or electronic) in order to ensure that the new title is financially sustainable.

### **2.5 Audiovisual**

In line with the preference for the electronic format, academic streaming services such as Box of Broadcasts, Kanopy and Drama Online are the preferred method of making radio, television, drama and film content available for learning and teaching purposes.

### **2.6 Databases and Online Information Resources**

Top-sliced Library funds will pay for items which are relevant across a number of Faculties. Faculty Library budgets pay for items relevant to just one or two faculties, with joint funding an option. As with journals, a written case must be presented to the Faculty Librarian if departments wish to start a new subscription in order to ensure that the new title is financially sustainable. Similarly, Faculty Librarians must be consulted before trials of new online products are set up, in order to avoid raising unrealistic expectations if funds are unlikely to be available.

### **2.7 Map Library**

The Map Library aims to provide both current and historic information, in the form of paper maps and atlases or electronic equivalents. We will select topographic and thematic maps and atlases, in particular:

#### **Standard loan**

- Complete 1:50,000 Ordnance Survey mapping of Great Britain, with current editions for the local area
- Complete 1:50,000 geological mapping of Great Britain
- Selected 1:25,000 Ordnance Survey mapping of Great Britain
- Mapping that supports specific fieldwork areas

#### **Library use only**

- Mapping that depicts Portsmouth, Hampshire and the Isle of Wight
- Thematic mapping of Great Britain, including land use and soil maps
- Admiralty charts of the home waters around the British Isles

- International mapping that supports specific fieldwork areas and particular units of study, or is otherwise in demand
- Mapping that demonstrates special characteristics, for example relief depiction, typography and map cover art

It will be Map Library policy to de-select stock that doesn't meet the above criteria.

## **2.8 Rare Books**

The Rare Books collection contains a small number of items which are kept in a dedicated special collection area on the second floor because they are viewed as valuable/vulnerable. The Library does not seek to acquire new books which require special handling as we acquire stock for use rather than preservation. Whenever possible, print items bought for our collections (excluding the University Archive) should be capable of being part of our ordinary book or journal sequences in order to encourage use and because our existing Rare Book Room is almost at full capacity and we are not able to expand this facility.

## **2.9 Donations**

Donations will only be accepted if they cover topics which meet the teaching or research needs of the University of Portsmouth. Items must be in good condition and will not be accepted if they are an earlier edition of something we hold in stock.

As donations cost the library a lot in terms of staff time, Faculty Librarian approval must be sought before anything is sent to the Library. Current students or staff should email their Faculty Librarian indicating the approximate number of books involved and approximate publication dates. FLs will email User Services if donations are expected. If members of the public (including ex-students who graduated years ago) offer donations, they will be directed to The Book Rescuers via their contact page:

<https://bookrescuers.com/#contact-form>

Non-approved items arriving at the Library will go straight to the Book Nook to be picked up by students. Donors must agree to library staff disposing of items as they see fit, if checking reveals that they should not be added to stock.

## **3 Stock De-selection**

The Assistant Librarian: Collection Management and Faculty Librarians will work together to ensure that appropriate de-selection lists are generated.

- De-selection work will mostly be carried out on a rolling basis between January and September each year.
- Lack of use for 5 years is the normal trigger point for de-selection, but in Humanities and Social Sciences lack of use for 10 years is the normal trigger. Law, Computing and Medical areas may specify shorter timescales.
- As new editions are bought, previous editions should be withdrawn, except in areas where previous editions contain material of on-going value e.g. chapters not available in the new edition, mapping detail etc. or where agreed between the department and the Faculty Librarian on grounds of limited numbers of the latest edition due to cost, but only if information in the previous edition is not misleading. Withdrawal of editions applies to both print and e-books.

- Faculty Librarians will make the final decisions regarding de-selection and material will then be disposed of as set out in the Collection Strategy.

## **4 Operational Support**

### **4.1 Loan Periods**

For print books, the library makes use of the following categories which are held on the open shelves in one continuous Dewey sequence: standard (4 week) loan, Library use only

- Reservations may result in books being issued for 7 days in order to manage demand more equitably.
- Books will not normally be made Library use only if an e-book is available; exceptions may be made for modules with very large numbers (over 200).

### **4.2 Shelving**

The Assistant Librarian: Collection Management will hire a student shelve/placement student each year to enable books to be returned to the correct shelves in a timely manner. Assisted interns from local colleges may undertake this work. User Services and Procurement and Metadata staff also provide valuable support with this task.

### **4.3 Tidying**

Library staff will carry out a constant rolling programme of tidying throughout the Library overseen by the Assistant Librarian: Collection Management. This means that missing items may be re-located and the cosmetic appearance of the stock can be maintained. RFID wands may be used to help locate missing stock.

### **4.4 Repairs**

Titles in need of repair may be identified by a range of library staff and are stored in staff area UL0.05 prior to being dealt with by Collection Management staff and Procurement and Metadata. If it is more cost-effective to replace, rather than repair, replacement by e-book or print book is the preferred option. Faculty librarians may also decide that the item should be completely withdrawn.

### **4.5 Reservations and Ebook Turnaways**

A list of books containing multiple reservations is generated each Monday morning. Faculty Librarians or Assistant Faculty Librarians check for e-book availability or order extra print copies to meet the demand. Similarly, weekly reports about ebook turnaways are circulated for decisions about whether extra licences are needed.

### **4.6 New Books and Journals**

New print books will be put on display by Collection Management staff on the Ground Floor. The display will change regularly as new items arrive so no book should remain on display for more than 2 weeks before being sent for normal shelving.

A selection of current journal titles will be displayed on the Ground Floor.

### **4.7 Monitoring Usage**

Usage statistics for ebooks, e-journals, databases and online archives are collected, where possible, by Procurement and Metadata. This data is monitored by Faculty Librarians on an annual basis as a minimum and is carefully examined whenever product renewal dates are drawing near.

In addition, Collection Management staff record use of print journals on a daily basis to enable more effective decision-making about these titles; aggregated reports are made available monthly via a spreadsheet of all print titles held.

## **5 KPIs**

- Library staff will walk through all floors of the library each morning picking up items left behind on tables and trolleys. Items found will be returned to the appropriate floor the same day.  
Target: this will be achieved 98% of staffed weekday opening hours.
- Ideally items on shelving trolleys will be returned to the normal shelves within 2 working days but availability of shelvers and peak periods of return can make this unrealistic at times.  
Target: this will be achieved 98% of staffed opening hours.
- Staff will de-select a minimum of 4000 items each academic year so that the print collection size remains manageable given the number of new acquisitions each year (around 2000 items).  
Target: this will be achieved 95% of the time.
- Journal titles will be reviewed against usage each year by Faculty Librarians and cancellations made by dates in August/September publicised by Procurement and Metadata or by the renewal date if that falls at another time.  
Target: this will be achieved 99% of the time.