



# Your library

## **Information Resources Policy**

[www.ntu.ac.uk/library](http://www.ntu.ac.uk/library)

NOTTINGHAM<sup>NTU</sup>  
TRENT UNIVERSITY

# Information Resources Policy

## Introduction

1. On behalf of the University, it is the role of the university library to source and make available information resources to support the current teaching, learning and research needs of the university's students, researchers and staff. At all times, this activity will align with the university's prevailing learning, teaching and research strategies.
2. Access to core information resources is the highest library priority for taught students. Accessible information resources are a critical foundation for independent study and learning. The perception of their quality and availability forms an important facet of students' overall academic experience.
3. This policy sets out the **principles** by which the university library will secure optimum quality and accessibility for the university's information resources collection and describes how the library will select, manage, store and make accessible the resources it holds.
4. The policy applies to material in all formats, including printed, electronic and audio-visual. It is intended to be flexible and responsive to the changing demands of the University, to library users, and to the financial environment.
5. The Learning & Teaching and the Library Research Teams with support from the Information Resources Teams, are responsible for ensuring that collections are sustained, balanced and relevant and support professional accreditation of courses.
6. The ultimate effectiveness of this policy will depend on a collaborative environment in which librarians and academics work together, anticipating demand for information resources. In particular, timely academic information about teaching and research activities, related resource needs and student numbers, will enable the library to source and make available to students, relevant collections in an equally timely manner.
7. To facilitate this, it is vital that Librarians are consistently involved at an early stage in course and module creation and review and involved at an early stage in the development of research proposals.
8. The university library operates within clear financial parameters which are set and agreed by the University. Print collections are held at all three site libraries in spaces which will be re-provided or refurbished but which are unlikely to increase in size. The capacity of the library to develop resource collections is contingent on both these financial and space constraints. By default, this demands an active approach to collection management to ensure best value and best fit at all times.
9. This document excludes any policy provision for special collections.

## Supporting learning and teaching; book collections

### Resource list material

10. The library's primary objective is to meet the information resource needs of taught students. To this end, the library's first priority will be to ensure that all essential texts

included in the official module resource list will be acquired if available. By default every effort will be made to obtain a suitable electronic copy of resource list items with appropriate licensing and delivery arrangements. Where it is not possible to provide an appropriate electronic copy of an item, multiple print copies will be bought according to a formula based on the number of students on the module. The library's ability to acquire multiple copies of out of print recommended reading will be severely limited.

### **Wider reading**

11. The library's second priority is to maintain and develop broader collections providing background resources that complement material on resource lists. This material will be provided to enable and encourage students to use as wide a range of relevant materials as possible; reading beyond the resource list.

### **Supporting learning and teaching; journal and database collections**

12. Responsibility for the selection of journals and databases lies with the library working in conjunction with the relevant academic department. Factors that will be considered when deciding whether to subscribe to a journal or database will include: the importance within the field of study; relevance to teaching and learning use; requirements of professional accreditation bodies.
13. Electronic access for journals and databases is the preferred medium, subject to availability, suitability, cost, licensing, archives and access method. Print journal and database subscriptions will only be entered into when it is not possible to acquire a suitable electronic version of the publication.
14. All journals and databases will be subject to annual review to ensure their validity within the collection. This process will be undertaken by the Learning & Teaching and Library Research Teams with support from the Information Resources Teams and in collaboration with academic staff.
15. Holdings of printed journals, when retained, will be on open access and located at the most appropriate campus or site according to the subject matter. The default retention period for mainstream academic titles on open shelf access is normally 10 years. However, decisions will be agreed on a subject specific basis in partnership with the academic community.

### **Supporting research; books, journals and databases**

16. While the Library's primary objective is to support learning and teaching, there is a recognisable need to support University research activity. This brings challenges in terms of budget allocation.
17. The library's first priority in supporting research is through direct provision of resources where the subject area of the research is also a taught subject. The library's second priority is to target support for research to areas or groups prioritised by the University Research Strategy, under the guidance of the PVC (Research).
18. For other research areas, the university library will expect schools or departments to arrange funding from their own or secured resources. For this reason, when research applications are being considered, it is strongly recommended that attention is given to the financial implications of library resource provision. The library will support research funding applications in the form of professional acquisition, technical and licence negotiation expertise and the provision of data on the financial implications of providing access to specialist library material.

19. The library will increasingly respond to demand for research material by acquiring it in an electronic format on demand or through Inter Library Loan as and when required. This contrasts with the more traditional model of subscribing to content on a 'just in case' basis.

## **Stock management**

### **Format preference; eBooks ,eJournals and eDatabases**

20. To maximise access to information resources, priority will be given to the acquisition of electronic format books, journals and databases where they are appropriate, available and affordable and licensing terms permit. While the library recognises the continuing place and value of print resources in a balanced collection, the associated benefits of electronic formats; guaranteed 24 hour, multi-user access on and off campus, combined with enhanced search and discoverability, means that electronic formats will be the first choice for acquisition.
21. When selecting material in electronic formats, technical requirements, discoverability, ease of use, accessibility and the existence of appropriate licensing, archiving arrangements and usage data will all be taken into account to ensure a high-quality and reliable service.
22. The challenge of supporting library users in a complex multi-site institution means that electronic delivery, both on and off-site, is a strategic priority for the Library. As the licensing and business models associated with electronic delivery continue to evolve, the library will carefully consider ways in which resources might be made available to discrete cohorts of students as opposed to the current flat whole university model. In future, this may make it possible to purchase tailored and targeted access to important resources that otherwise would be prohibitively expensive.
23. When required resources are unavailable in a suitable electronic format, print material will be purchased and housed on open access conventional shelving within the libraries. Notwithstanding this and in order to support the University's aspirations to provide the best possible student-centred learning environments within the libraries, print stock held will always be restricted to materials that are regularly accessed and used.

### **Evaluation and monitoring of use**

24. In striving to help secure an excellent academic experience for students, and to ensure best value at all times, the library will regularly review and evaluate its collections. Librarians will use statistical information from the library management system and from our e-content providers in order to evaluate the use of information resources and to inform decisions relating to their continued provision. This data will be used in conjunction with NTU and local student satisfaction measures, including the NTU Student Satisfaction Survey, to monitor the extent to which the resources acquired under the policy are meeting student needs. The outcome of this monitoring will be reported back to the University on a regular basis.

### **Withdrawing stock**

25. On behalf of the University, it is the role of the university library to manage and maintain the relevance and currency of the library's collections.

26. Stock which no longer contributes to the effectiveness of the collections will be withdrawn and removed as part of a managed programme by library staff and the final decision for what is retained or disposed of will rest with the Head of Libraries and Learning Resources.
27. Stock reviews will be carried out on a rolling basis in accordance with criteria that have been communicated to the academic Schools. Senior School staff will always be notified in advance before a major review of stock is undertaken.
28. When reviewing stock, the Library will take into account the following factors: disciplinary differences; their expertise in the literature of the subject; current (and planned) teaching requirements. If they have any doubt about the removal of specific titles, they will either retain the material or consult with academics as appropriate.
29. Whenever possible proposals, (in general, not title lists), regarding withdrawal of stock will be communicated to the relevant academic staff and feedback will always be considered before a final decision is taken. Material will always be retained if a good case for retention is made in alignment with this policy. The key criteria of direct relevance to current academic programmes will be the main determinant.
30. When e-material is withdrawn from the collections, records and links will be removed from the resource discovery environment and e-providers will be instructed to remove any further access.
31. Withdrawn print stock will usually be offered for collection by a registered charity, sold via a third party, or otherwise ethically disposed of. No library materials will be discarded through the general waste.

## **Donations**

32. The library, under certain circumstances, will accept donations of materials provided these meet the needs defined above. If they do not, the library will decline the offer. Donations of electronic material are subject to assessment on cost, licencing and technical considerations.
33. Libraries and Learning Resources will not accept gifts with conditions attached regarding their location, treatment or disposal, except by express permission of the Head of Libraries and Learning Resources.

## **Supporting documentation**

	<b>Document</b>
<b>3</b>	Inter Library Loans policy
<b>4</b>	LLR Regulations Policy
<b>5</b>	LLR Circulation Policy
<b>6</b>	LLR Resource Discovery Strategy

## Document governance

### Responsibility

<b>Policy Owner</b>	Head of Libraries and Learning Resources
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### Version Control and Change History

Version Number	Approval Date	Approved by	Amendment
1	6 March 2012	University Library Management Team	
	8 March 2012	Head of Libraries and Learning Resources	
	12 March 2012	Academic Standards and Quality Committee: Item 7. Information Resources Policy – Paper 7A	
	28 March 2012	Research Committee Item 2. LLR Information Resources Policy	
	18 April 2012	Academic Board: Item 12.18 Committee Recommendations	
2	4 March 2014	University Library Management Team	Added approval dates by different University Committees in 2012
3	20 March	LLR Management Team Meeting	Minor changes to library team names and terminology. Removal of supporting documentation - IR policy and guidance. Added document name and date to footer.

### Document Review

The Policy will be reviewed by the Deputy University Librarian: Information Resources & Planning and managers in response to changes in University / Library procedures or structures or as a result of the monitoring of the application of the Policy. In any event, the Policy will be reviewed annually.

**Review date:** March 2016