



Academic Services

Library Collection and Access Development Plan

2007-2012

LIBRARY COLLECTION AND ACCESS DEVELOPMENT PLAN

1. Purpose of the Plan

The purpose of the *Library Collection and Access Development Plan* is to articulate the broad themes that guide the acquisition of collections of information resources and access to them. This *Plan* supports the *Corporate Plan* and ensures that the information resources available support the vision and strategic intent of the University. It also forms the basis of discussion between the Library and Schools for the annual budget cycle, maintaining a consistent focus across all Schools while addressing different needs.

2. Definition of Collection Access and Resource Development

Collection and access development encompasses all the activities that support the creation and maintenance of Library collections to meet the needs of the academic researcher, students and all staff. These activities include identifying and analysing the needs of users, selection, evaluation, planned resource sharing, and collection maintenance and weeding. These processes aim to be efficient and cost effective, ensuring maximum flexibility and choice in accessing information resources. The policy encompasses the software tools to manage information resources and tools for resource discovery, exploiting the potential of networked electronic information.

3. Scope of the Plan

Collection and access development underpins the Library's contribution to the University by acquiring and making available material, in any medium, to support most efficiently and effectively the academic research and student learning experience. Given current and future requirements, the predominant medium will be electronic.

The plan has a broad focus including, but not limited to:

- materials purchased, stored, and indexed for retrieval by and within the University Library and partner libraries;
- the growth of full text electronic access to resources;
- open access materials;
- collections held by others in the UK and worldwide;
- the University's institutional repository (BURO)
- electronic resources embedded in or linked to the University's Virtual Learning Environment (VLE);
- development of special collections including dissertations, theses, official publications, donated items and collections, data sets;
- conservation of materials of lasting value to the University Library and to Schools;
- software tools used to exploit collections;
- facilitating student purchase of resources;
- planning for retention or disposal.

The Plan aims to support:

- an academically led university;
- the differing needs of the research community;
- the differing needs and learning styles of students;
- differing teaching methods of academic staff and Schools;
- academic staff in promoting strategies for student reading that can be fully and successfully resourced by the Library;
- equity of access and usability for all students and staff;
- the use of appropriate technology to ensure the above.

4. Links with Other University Plans

The *University Library Collection and Access Development Plan* should not be read in isolation. It fits within the framework of the *Corporate Plan* and individual School Plans. The *Library Plan* should inform the process of programme development and review and be evidenced in the Program Development Form (P2). Within the Library it informs our *Research Collection* and *Stock Retention and Preservation* plans (see: http://www.bournemouth.ac.uk/library/using_the_library/rules.html).

5. Articulation of Objectives and Actions for the Current Year

The following strands provide details of the objectives and actions associated with the Plan

1. Resource Discovery
2. Research
3. Learning and Teaching
4. Partnerships and Collaboration
5. Resource Evaluation and Planning
 - a. Migration to Electronic Formats
 - b. Retention and Disposal
 - c. Budget Setting.

Strand 1. Resource Discovery

Objectives	Actions	Lead Responsibility
Enhance access to electronic resources.	<ul style="list-style-type: none"> • Evaluate our chosen Federated Search Engine [FSE] known as mySearch; • Collaborate with the producers of our chosen FSE to enhance its functionality; • Introduce new search interfaces relevant to the research and student communities. 	Library Executive; Subject Librarians.
Develop the Bournemouth University Information Literacy Framework.	<ul style="list-style-type: none"> • Promote the BU Information Literacy Framework as a basis for developing competences for undergraduates, postgraduates and academic researchers; • Provide access to appropriate Information Skills programmes and materials across the University; • Respond to University initiatives and contribute to the broader discussion of skills, capability and employability. 	Deputy University Librarian; Subject Librarians.
Support University strategies encouraging independent learning	<ul style="list-style-type: none"> • Work with Schools to ensure that resource discovery supports and enhances independent learning. 	Library Executive; Subject Librarians; Academic Staff.

Strand 2. Research

Objectives	Actions	Lead Responsibility
Review with the research community their resource and service needs.	<ul style="list-style-type: none"> • Undertake focus groups with the research community. 	Deputy University Librarian; Subject Librarians.
Review with Schools the resource implications for collection and access development for research.	<ul style="list-style-type: none"> • Identify the specific issues related to research in the annual spring Library Budget Review with Schools and Research Centres; • Raise awareness of and facilitate access to the growing corpus of open access materials. 	Library Executive; Subject Librarians.
Ensure awareness within the University research community of external resources and enable access to them.	<ul style="list-style-type: none"> • Maintain and disseminate information regarding access for researchers to external collections; • Broker access for researchers where needed; • Facilitate the acquisition of new research collections through (sponsored) donations. 	Library Executive; Subject Librarians.
Monitor national initiatives and strategies and ensure our plan reflects best practice.	<ul style="list-style-type: none"> • Review findings of the Research Information Network; • Review recommendations of the UK Research Reserve; • Contribute to consultations; review the <i>Plan</i> where appropriate. 	Library Executive; Subject Librarians.
Identify resource needs that are specific and different; develop services in support of those needs.	<ul style="list-style-type: none"> • Promote and support the use of EndNote; • Develop and support access to resources for research using Web 2.0 technologies. 	Library Executive; Subject Librarians.
Develop and promote the use of the Bournemouth University Institutional Repository (BURO).	<ul style="list-style-type: none"> • Introduce version enhancements whenever appropriate; • Promote the use of BURO by the research community; • Develop appropriate management information and reporting tools; • Support the introduction of citation tracking. 	University Librarian Subject Librarians.

Strand 3. Learning and Teaching

Objectives	Actions	Lead Responsibility
Develop the range of Library materials and support available to enhance the learning experience.	<ul style="list-style-type: none"> • Wherever possible resources will be integrated within Learning Environments; • Work with Schools to ensure that resource discovery supports and enhances independent learning including within myBU; • Ensure the implementation of federated search technology to provide access to the widest range of resources through the Library Tab on myBU and the Library website; • Use Web 2.0 technologies to ensure there is a mechanism for communication and discussion about resource use; • Ensure the high demand material previously only available in a print short loan collection is made available in digitised format; • Ensure that there is a mechanism in place to upload reading lists at unit level on to myBU and to keep them updated; • Ensure there is a mechanism for identifying digital resources suitable for inclusion in reading lists; • Work with the Schools to scan documents, within the terms of the CLA Licence, and make them available electronically at unit level on myBU in the eReserves Collection. 	Library Executive; Subject Librarians; Coordinator of Services to Partner Institutions (Copyright Officer); Academic Staff.

Strand 4. Partnerships and Collaboration

Objectives	Actions	Lead Responsibility
Develop collections and access to support the activities of the University at international, national and regional level.	<ul style="list-style-type: none"> • Ensure all BU students studying in Partner Colleges are members of Bournemouth University Library and have access to e-resources (licences permitting) and hard-copy resources; • Offer access to collections to the wider community within the limits of current licences, agreements and policies; • Participate in the <i>INSPIRE</i> collaborative access scheme in the South West Region. 	Copyright Officer; Procurement and Systems Development Manager.

Strand 5. Resource Evaluation and Planning

Objectives	Actions	Lead Responsibility
Support the wider objectives of the University as set out in the <i>Corporate Plan</i> and School plans.	<ul style="list-style-type: none"> • Ensure that the broader objectives of the University are supported by resource provision, access and quality of learning resources; • Ensure that resources and services are appropriate to the current and future development of areas of research expertise. 	Library Executive.
Carry out timely evaluation of resources.	<ul style="list-style-type: none"> • Measure and monitor the impact of resources; • Monitor and evaluate new product offerings against the needs of the curriculum; • Ensure timely awareness of developments among researchers and academics and encourage feedback and testing. 	Deputy University Librarian; Procurement and Systems Development Manager; Subject Librarians.
Participate in University course planning, validation and review.	<ul style="list-style-type: none"> • Ensure that resources are appropriate to current and planned curriculum delivery. 	Deputy University Librarian; Subject Librarians.
Influence and lead national and regional initiatives to ensure access to resources.	<ul style="list-style-type: none"> • Ensure that Bournemouth University Library has a voice in the wider university and library communities; • Membership/leadership of regional and national collaborative organisations. 	Library Executive; Subject Librarians.

Strand 5a. Migration to Electronic Formats

Objectives	Actions	Lead Responsibility
Work with Schools on awareness and procurement of electronic learning resources.	<ul style="list-style-type: none"> • Promote awareness and use of e-resources; • Encourage academic staff to exploit existing e-collections when selecting resources for programmes; • Become aware of School initiatives in e-learning and advise on potential e-resource solutions. 	Subject Librarians.
Manage print collections in a way that encourages use of their electronic equivalent.	<ul style="list-style-type: none"> • Regularly discuss options with the Schools; • Only provide e-access to current print+e journal subscriptions; • Remove print journal archives where there is robust electronic access; • Exploit CLA scanning licence to digitise selected items from print collections; • Regularly review high demand print texts for e-alternatives. 	Library Executive; Subject Librarians; Copyright Officer.
Procure electronic rather than print versions of material wherever possible.	<ul style="list-style-type: none"> • Move journal subscriptions to electronic-only where possible; • Check e-alternatives for requested books; • Exploit CLA scanning licence to digitise selected items from print collections; • Explore the possibility of acquiring digitised material covered by US copyright; • Use commercial digitisation services (e.g. HERON) where appropriate; • Roll-out Secure Electronic Delivery (SED) of interlibrary loans to all academic research staff. 	Procurement and Systems Development Manager; Subject Librarians; Copyright Officer.
Manage the transfer of outdated audio visual formats to new digital platforms.	<ul style="list-style-type: none"> • Work with the Box of Broadcasts (BOB) Project and the Centre of Excellence in Media Practice (CEMP); • Monitor and evaluate developments in new formats and delivery systems for sound, moving and still images; • Work with Schools, Educational Development Services and ITS to integrate sound, moving and still images into learning objects. 	Subject Librarian, The Media School; Library Executive.
Develop robust and appropriate management information to inform the procurement of electronic resources.	<ul style="list-style-type: none"> • Acquire and disseminate usage information. 	Library Executive.
Monitor access platforms and work with suppliers to enhance access.	<ul style="list-style-type: none"> • Feedback on desired access enhancements;. • Alerting system for new service and content enhancements. 	Procurement and Systems Development Manager; Subject Librarians.

Strand 5b. Retention and Disposal

Objectives	Actions	Lead Responsibility
Provide an accessible and secure environment for collections.	<ul style="list-style-type: none"> Equal emphasis will be placed on the preservation of print and electronic materials; Access to the collections will be facilitated through best available technologies and new technologies will be adopted when appropriate; Monitor and recommend on the possibility of buying access to digital archives where appropriate. 	Library Executive.
Access to collections of reference materials developed to support the activities of the University.	<ul style="list-style-type: none"> Materials will be made available electronically where possible; Consideration will be given to the needs of the Special Collections, or particular media, and additional funds sought where necessary; Access will be provided for <i>bona fide</i> researchers to material held in Special Collections. 	Library Executive; Subject Librarians.
Manage the physical stock to maximise access to all resources including print and electronic.	<ul style="list-style-type: none"> Subject Teams will undertake regular stock reviews in consultation with Academic Staff.; Management information will be provided to inform the stock review process; Usage statistics for electronic resources will be regularly reviewed and any cancellations clearly signalled; Strategies defined in School and other plans will be taken into consideration during stock reviews; Space will be developed to support access to resources. 	Library Executive; Subject Librarians; Academic Staff.
Enter into beneficial co-operative arrangements to store, dispose of and provide access to material	<ul style="list-style-type: none"> Surplus and unwanted material will be disposed of to either partner institutions, local libraries or organisations such as Anybook; Material no longer in peak demand will be considered for collaborative deep storage off site. 	Library Executive; Subject Librarians.

Strand 5c. Budget Setting

Objectives	Actions	Lead Responsibility
Negotiate budgets with Schools.	<ul style="list-style-type: none"> Meet with School Executives to discuss funding for collections and access in the spring; Identify projections of existing commitments, discretionary funds, new money from P2 bids; Identify separate budget codes; Identify funding for School and institutional collaboration; Identify funding for research support. 	Library Executive; Subject Librarians.
University wide shared resources budget.	<ul style="list-style-type: none"> Clarify shares of jointly funded resources (including General Funds). 	University Librarian; Subject Librarians; Procurement and Systems Development Manager.
Strive for value for money in library resource procurement.	<ul style="list-style-type: none"> Monitor supplier performance; Take advantage of purchasing consortia deals (regional and national). 	University Librarian; Procurement and Systems Development Manager.

¹CLAYTON, P. AND GORMAN, G.E., 2001. Managing information resources for libraries: collection management in theory and practice. London: Library Association.