University of Kent European Study Centres
Collection Development Policy

This document provides guidance to academic schools and the Library Collections team in Information Services (IS) regarding the acquisition and subsequent management of teaching and research materials at the University of Kent's European Study Centres. These currently include Brussels, Paris, Rome and Athens.

This collection development policy is developed in line with the principles agreed during the work on IS support for University of Kent study centres outside the UK in 2014 and 2015 and is designed for application across all academic schools. Local context, local partnerships and subject discipline focus for each Centre will, of course, be taken into consideration.

Successful library provision is dependent upon IS having early sight of new proposals and initiatives and the chance to advise on the opportunities and challenges of that provision.

This policy aims to:

- Help provide scalable and sustainable library provision for current and future modules based on an e first model
- Give practical advice to programme directors and module convenors about the manageability of provision from an early stage in the development of programmes and modules.

Strategic Principles

The strategic principles of the Information Services (IS) Collection Development Policy for the European Study Centres

Collaboration:
- Work closely with all Academic Schools and support services to jointly develop the collections held by the University.
- Collaborate with local partner libraries and external information services in all areas of strategic collection development.

People:
- Manage the collections in order to serve people studying and researching subjects based at European Study Centres and those working at the centres.

Development:
- Provision of library collections for the European Study Centres will be primarily through the development of an excellent Digital Library offer. This will incorporate an exceptional range of the highest quality digital content including books, journals and databases.
- IS and Academic School will work together to identify materials that have good digital availability.

- Student driven acquisition will be a key feature of collection development for the European Study Centres, enabling both students and academic staff to identify and purchase directly any relevant digital content for immediate access
- CLA scans, document delivery/Interlibrary loans will be secondary channels for acquisition of content
- IS may commission content digitisation activity where digital content is not readily available through the above channels
- Module conveners may consider advising students to purchase titles where all the above mechanisms prove unsuitable
- IS will work closely with Schools to ensure a reading list strategy for each European Study Centre module is developed well in advance of courses beginning to enable resolution where items are not available through the above mechanisms

Availability, Accessibility and Use:
- Seek high standards of accessibility and flexibility to provide inclusive services ensuring that all materials are usable and accessible.
- Work with academics, Schools and students to develop and increase use of resources, including supporting the use of digital and electronic formats.
- Acquire user licences to facilitate access to material in high demand.
- Seek formats that maximise availability and usability of content.
  o Electronic formats will be preferred for all materials.

Preservation of access:
- Ensure stable and permanent electronic access wherever available and needed, working with external agencies where required and in line with the Digital Curation policy

Value for money:
- Seek best value for the University, considering all available financial relationships and options with material suppliers, including (but not limited to) outright purchases and subscriptions in order to make content available.
- Work with Academic Schools to agree appropriate funding of the cost of resources based on evidence including needs and usage, inflation and changes in the marketplace.
- **Invest in formal partnerships with local libraries where this gives good value for money through enhanced service availability**

Collections (Formats)

Electronic

This policy supports the Selection of e book services that specifically support the subject studies at the European Study Centres.

IS will monitor usage of patron driven acquisitions, focussed on students and staff at the European Centres.

IS will purchase digital content using the most appropriate models which may include:

- traditional outright purchase
- subscription (hosting fee etc.)
- packages of multiple titles
- different access options (e.g. concurrent user limits)

• utilise student-led acquisition: Patron Driven Acquisition (PDA) Evidence Based Acquisition (EBA)

IS will consider the importance of perpetual access rights and the long term accessibility of ebooks in any acquisition. IS seeks long-term guaranteed access wherever possible.

IS may advise third party digitisation services as a means of delivering critical content that is unavailable in through any other means

Physical
Access to physical materials will be managed through local libraries, document delivery, inter library loan or student/School purchase.

Collections (Teaching materials)

The use of Reading Lists to guide the provision of resources for students on taught courses is recommended as best practice by the University.

Reading Lists Purchase Guidelines
1. Reading lists should be prepared 8 weeks in advance of the start of the module
2. IS Library collections will check and purchase anything available as a multi-user e-book (up to the limit of £1K per new module, or £500 per existing module). We will then contact the convenor to ask that they upload the purchased e-books to the online reading list system for their module, inserting the European centre title after the module title to differentiate from Canterbury processes
3. The Library will advise convenors of anything not available as an e-book and recommend that, if suitable, they should select a chapter and request a CLA scan via the Moodle module http://www.kent.ac.uk/library/staff/cla.html
4. For Paris site only (Humanities courses) - if there is no e-book and a CLA scan is not viable for copyright or other reasons, the Library will ask convenors to select a limited number of core texts per module (single copies only) and negotiate for this material to be held in a local partner library
5. For all sites – It is essential that all convenors check local partner library catalogues for the availability of any texts not delivered by above methods before making their recommendations. Journal article availability will not be checked by the Library during this process. Convenors will need to check if these are available via existing Kent subscriptions or request individual articles on Moodle via the CLA scan request process.

Collections (Research materials)

For each European site, staff and students will have a 'European Centre View' of LibrarySearch which will retrieve available e-material. This will facilitate the discovery of immediately available resources.

For accessing research materials students will have access via three schemes:

Patron Driven Acquisition (PDA) E book collection– European Centres

To enable the development of excellent digital collections and support the Digital Library for European Study Centres, IS will support a variety of PDA schemes during 2015/16. PDA can be established using several models. Is Library Collections will advise on the most appropriate model. Future PDAs will need to be funded by Schools.

Membership and open access to local libraries – European Centres

Students at each study centre will have access to a range of local public, academic and national libraries. IS continues to explore and develop partnership opportunities with institutions local to each University of Kent European study centre. This may include borrowing rights and, in some, the facility to manage stock recommended for University of Kent modules.

Document Delivery – European Centres

If an item is not available online or in local partner libraries, staff and students will also have access to document delivery through the British Library. This includes both e delivery for journal articles and book chapters and physical delivery for books.

Implementation and governance

This policy has been ratified by the Library Management Group and Academic Schools and the European Study Centres were consulted during its creation. Academic Liaison Services will lead the implementation of this policy, reporting internally to the Library Management Group. The policy will be reviewed in January 2017 after one year and any concerns or suggestions for amendments can be made directly to the Academic Liaison Team (http://www.kent.ac.uk/library/templeman/subject-support/index.html)