

Library Service Collection Policy

Policy Owner:	<i>Collections and Digital Development Manager</i>
Approving Body:	<i>Library and Archives Task Group</i>
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1. Introduction

- 1.1. Bangor University Library supports the learning, teaching and research of the University through acquisition, management and delivery of a dynamic, relevant and evolving collection of resources.
- 1.2. The Collection Policy provides a framework for decision-making on the selection and management of the Library's physical and electronic collections. It derives its context from the vision and strategic plan of the University.
- 1.3. In order to deal with the needs of specific subject disciplines, School or College level policies have been developed. This is where exceptions to this strategy can be defined and they can be found at the end of this document. Please note that there are also separate policies in respect of the [Archives and Special Collections](#).
- 1.4. The policy will evolve as demands on Library services change and will be reviewed on a regular basis.

2. Aims of the Collection Policy

- 2.1. To ensure that library resources support the University's strategic goals and initiatives for teaching, learning and research including business opportunities, partnerships and the widening participation agenda.
- 2.2. To ensure that collections are easily accessible, provide equitable access on and off campus (where licences permit) and support student experience by providing relevant resources 24/7.
- 2.3. To ensure that management of collections is transparent and resources are procured in the most cost efficient way, utilising consortia deals where available.

2.4. To ensure collections reflect the needs and culture of the University's diverse community and support the University's Welsh Language Scheme Policy and Welsh culture and heritage within the collections.

3. What the Library Collects

3.1. The Library purchases resources required for learning, teaching and research subject to budget constraints, availability, technical suitability and legal terms and conditions in the case of electronic material.

3.2. The Library aims to provide students with access to material on reading lists. There is a separate [Reading List Policy](#).

3.3. Electronic material is purchased in preference to print unless print is specifically requested or where electronic is not available, appropriate or cost effective.

3.4. The Library does not collect:

3.4.1. Software.

3.4.2. Obsolete technical formats that can no longer be accessed.

3.4.3. Items outside broad subject areas researched or taught at the University.

3.5. Effective selection depends upon a partnership between each School and College and the Library. To facilitate this, each College is supported by an Academic Support Librarian who is responsible for ensuring that the Library is aware of the College's information needs and the College staff are aware of the Library resources and facilities available to them.

4. Research Reserve

4.1. The Library and Archives Service will retain the following in the Research Reserve (external store):

- Single copies of a book which is considered to have long term value and where the information is still relevant.
- Print journal volumes where there is a strong case to retain and it is not available electronically or via InterLibrary loan.
- Every effort will be made to deal with the unique and distinctive collections that are still maintained in the Research Reserve with the intention of re-housing appropriate material within The Stephen Colclough Centre for the History and Culture Book.

4.2. Please note, exceptions to these principles may be found in School level policies.

5. Theses

The Library and Archives Service retains PHD and MPhil theses. The Library also retains masters theses which have a Welsh interest or have gained a distinction. Print theses may only be consulted in the Library. It is the responsibility of the Schools to ensure that copies of the theses are deposited in the Library. Electronic copies of PhD theses will be deposited in the University Repository.

6. InterLibrary Loan

The Library and Archives Service offers a centralised document supply and inter-lending service for users to obtain items which are not held within its collections. Guidelines can be found on the Library and Archives web pages giving details of the number of inter-library loans which can be requested by staff, undergraduates, post-graduates and other students.

7. Gifts

The Library and Archives Service welcomes donations of material which support existing teaching, learning and research but reserves the right to accept or decline gifts. There is a separate [Gifts and Donations Policy](#).

8. Relegation Policy

Relegation of print stock according to the Aims of the Collection Policy above will take place on a regular basis. The Academic Support Librarians will consult with academic staff as appropriate.

9. Contact Details

If you require further advice on this policy, please contact:

Collections & Digital Development Manager
Library and Archives Service
College Road
Bangor
Gwynedd
LL57 2DG

Tel: 01248 388455
Email: library@bangor.ac.uk

10. Review

This policy will be reviewed annually in consultation with stakeholders, or earlier if there is a change in circumstance that may necessitate a review.

11. Equality Impact Assessment

The University is committed to embedding its Equality Action Plan into its policies, procedures and practices. This policy has been equality impact assessed in accordance with the Equality Action Plan.

**LIBRARY SERVICE COLLECTION POLICY:
SCHOOL SPECIFIC REQUIREMENTS**

COLLEGE OF ARTS AND HUMANITIES

Section (s)	Exceptions /Requirements
3. What the Library Collects	<ul style="list-style-type: none"> ▪ Where items are identifiable as CAH, one copy of any superseded edition of a book will be retained – for historiographical research. (See exception below for SCS&M). ▪ Music students are permitted to loan music CDs on presentation of a loan approval slip which they obtain from the module co-ordinator. ▪ Music staff and students are permitted to loan twelve music scores in addition to their standard quota of loan items. ▪ School Library Representatives MUST be consulted prior to removal of stock.
8. Relegation Policy	<ul style="list-style-type: none"> ▪ Music scores and CDs will remain on open shelves, and will never be relegated to the Research Reserve or disposed of without agreement from the School of Music. ▪ School of Creative Studies and Media require the withdrawal of all superseded editions. ▪ School of Creative Studies and Media - Unless they have been heavily used, ALL superseded editions will be removed. Where appropriate, additional copies of later editions, will be purchased to replace outdated but frequently used earlier editions. ▪ The most recent 30 years of a limited number of journals need to be available for immediate consultation. These specific titles are to be agreed in liaison with Academic Support Librarian and School Library Representative. This list will be subject to review. This is to ensure immediate access to primary documents for students to learn and understand the historiographical process.

	<ul style="list-style-type: none"> ▪ No print journals should be disposed of without consultation and agreement from the relevant School. This process should include consultation across the College.
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COLLEGE OF BUSINESS, LAW, EDUCATION AND SOCIAL SCIENCES

The Schools require regular consultation on items identified for withdrawal.

Specific requirement in respect of the **SCHOOL OF LAW:**

Section (s)	Exceptions /Requirements
3. What the Library Collects	<p>Note: An academic Law Library has to comply with the standards set by the Committee of the Society of Legal Scholars, 'A library for the modern law school: a statement of standards for university law library provision in the UK' (2009 revision).</p>
8. Relegation Policy	<ul style="list-style-type: none"> ▪ The Law School must be consulted prior to withdrawal/relocation or cancellation of stock to ensure that the above standards are adhered to. ▪ Unless specifically requested all superseded editions to be removed. ▪ Journals: <ul style="list-style-type: none"> ○ If the title is not available electronically it is not to be relegated to the Research Reserve. ○ The School has to be informed of any decision to cancel the print copy of a journal in favour of an electronic copy. ○ Perpetual access to e-journals must be assured.

COLLEGE OF PHYSICAL AND APPLIED SCIENCES

The Schools of Electronic Engineering, Computer Science and Chemistry do not have any special requirements that are not detailed in the Collections Policy. The Schools require regular consultation on items identified for withdrawal.

COLLEGE OF NATURAL SCIENCES

The Schools in this College do not have any special requirements that are not detailed in the Collections Policy. The Schools require regular consultation on items identified for withdrawal.

COLLEGE OF HEALTH AND BEHAVIOURAL SCIENCES

The Schools require regular consultation on items identified for withdrawal.

Specific requirement in respect of the **SCHOOL OF HEALTHCARE SCIENCES:**

Section (s)	Exceptions /Requirements
6. The Library will Contain	Parity of resources needs to be maintained so that the same books are available equally at both the Bangor and Wrexham Sites. This is in order to provide equal access to resources for the students, no matter where their hospital placements are and to take into account the large catchment area for Healthcare Sciences students. The only current exception is Radiography - the resources for this subject are only at the Wrexham site.
13. Relegation Policy	Healthcare Sciences: Unless specifically requested, the two latest editions only to be kept and earlier editions to be removed. Exceptions: Books on legal practice, pharmacology and clinical skills – if previous editions of these textbooks are older than 5 years, then only keep the latest edition.