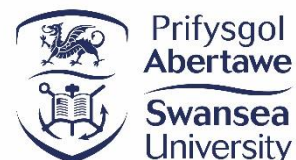## Libraries and Collections Content Development and Management Policy

Effective Date: January 2025
Last Revised: June 2017
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Approval Body: Library Leadership Team

Policy Owner: Libraries and Collections
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Background / Summary

This policy sets out a framework within which Libraries and Collections selects, acquires, manages, reviews and withdraws content from its portfolio of information resources or library content. The policy will be regularly reviewed to ensure its continuing relevance to University strategy, Swansea University Libraries and Collections mission and operational requirements.

Purpose

Our mission is to "lead in providing access to valuable collections that inspire and inform your learning and research, and help you develop the skills you need to achieve academic excellence." The vision is that our collections, services and space will be fully open, accessible and inclusive by 2027.

Libraries and Collections acquire content on a digital first basis with the primary focus on accessing or connecting users to externally provided online library content. Print collections are still acquired where there is a lack of digital availability or to support content provision where digital access is provided.

Scope / Exemptions

This policy relates to digital and physical scholarly content managed by Libraries and Collections. Specific policies exist for those materials held as part of the University's cultural collections.

Definitions

Terms specific to this Policy.

Library Content	This term is used as it better reflects the hybrid nature of information resources which includes books, journals, databases and streaming services.
iFind	Libraries and Collections discovery service which searches our physical print and digital collections providing information about how to access collections including seamless access to digital content.
iFind Reading	Swansea University's reading list service which allows reading list administrators to create and manage their reading lists and display the

	reading lists on Canvas with access information including links to digital content.

Policy Statement

1. General principles

Libraries and Collections selects scholarly content using the following principles:

- We will revise and update our content offer to ensure that it is in line with current and evolving learning, teaching and research requirements.
- We are committed to providing equitable access to all users and to diversifying our collections.
- We will purchase content on a digital first basis as this facilitates equitable access whether on or off campus. Print will continue to be purchase where a digital alternative is not available or where digital provision costs are too expensive to provide a satisfactory return of investment.
- We will acquire content required for teaching through up-to-date reading lists published by academic staff via the iFind Reading service. Items should be identified as essential or recommended.
- We will assess the number of copies and/or licences for monograph acquisition based on whether it is required for teaching or research. In the case of the former on whether the titles are essential, recommended or background reading and the anticipated demand i.e. student numbers accessing the title.
- We will monitor best supply options for library content and ensure best value is obtained. Where possible we will use nationally agreed procurement frameworks and agreements.
- We are committed to exploring new and innovative models of acquisition of content. This entitles utilising approaches such as Demand Driven and/or Evidence Based Acquisition as well as supply via document supply and/or digitisation of content. In its mission to provide access to valuable collections, Libraries and Collections do not guarantee that access will be provided through purchase. The emphasis will be to supply the needs of teaching and research in the most cost effective and sustainable way.
- Libraries and Collections is responsible for space management within its buildings, ensuring that all areas of its buildings including study space meets user need and comply with statutory requirements relating to health and safety and accessibility. As part of its space management, out-of-date material such as superseded editions and poorly used content will be reviewed and decommissioned as appropriate.
- The review procedure of all collections will involve engagement and consultation with stakeholders using data to inform the decision-making process. Clear criteria are used in the review of all collections. This is covered in detail in sections 10 and 11.

- Our physical collections are managed along the following lines -
  - Open shelves directly accessible by library users for content of relevance to current learning, teaching and research needs of the University. This may include the use of high-density compact shelving in openly accessible areas of library buildings.
  - Centralised storage for low use stock, which has a continuing relevance to the future research needs of the University or content of historical importance.

Content that falls into this category will be checked for the existence of a digital version. If permanent access to a digital version is available then the item will be de-duplicated and the physical item may be withdrawn. This applies to journals and any content held in storage will continue to be available to users via a retrieval service. Centralised storage on campus has limited capacity and requires careful management of its space.

- o Special Collections focuses on unique content that is of local, national and international importance in line with the Libraries and Collections Content Development and Management Policy. Access to these resources will be via mediated access on a reference only basis. This may include the use of reading rooms and an item's physical condition may require specialist handling.

- We are committed to managing and reducing as required the footprint (i.e. floor area) of its physical content. This will entail the use of the above strategies as well as the routine rationalisation of poorly used and/or out-of-date stock.
- We will conduct regular data analysis of usage to determine a resource's overall value for money and continuing relevance to learning, teaching and research.
- We are committed to providing equitable access to all users.
- We reserve the right to decline to purchase any item not consistent with the stated aim of the Content Development and Management Policy and the University.
- We reserve the right to decline offers of donations that are inconsistent with this policy and/or wider environment issues such as space.
- This framework applies to all campuses and libraries within the Swansea University Library network.

2. **What do we acquire?**

Library content covers a wide range of formats. By adopting a digital first policy where possible, the e-book will be purchased ahead of any print copies.   Where print copies are acquired, we will allocate appropriate loan category and location according to expected demand.

i. Books

Books are purchased to support teaching and research with digital being the preferred format. Print will be acquired where a digital option is not available for a title or where its availability is at a prohibitive cost. Where possible, the e-book will be purchased ahead of any print copies as they give better value and access, for example, textbooks in high demand and major reference works. E-textbooks which involve one to one rather than multiple user licences will be considered on a case-by-case basis which includes there being a clear need for digital access and alternative library licences are unavailable.

- Reading list material

We will work closely with academic staff to ensure that reading list material is acquired and at a level to support expected demand. Where print copies of a title are purchased, we will assess the number of copies required based on -
- o The number of students requiring the title
- o Cost of the title in relation to budget allocation
- o Status of the title in relation to whether it is essential or background reading.

- Non-reading list material

We will endeavour to purchase items recommended by staff and students that supports study of wider range of relevant material or assist staff in keeping up to date with developments in their subject area and/or their research. This will usually be the purchase of a single copy unless evidence determines otherwise.

ii.   Journals and other subscribed content

The digital version of a title will be acquired with print only or print and digital subscriptions considered where these are the only available supply options. E-journal packages can be beneficial in terms of the range of titles and value for money but consideration will be given to length of the deal, licensing and archiving.

We also acquire full text and bibliographic databases to support the current learning, teaching and research needs of the university. There will be a preference to acquire access to all subscriptions and packages via national deals, which provide remote concurrent access via standard University authentication mechanisms. Standalone datasets requiring direct hosting and library management of usernames and passwords are not supported.

iii.   Non-book and audiovisual material

Singleton Park Library retains a substantial collection of physical library content such as microfilm, CDs, and DVDs. Our DVD collection exists for legitimate academic use only, under the terms of UK copyright law and the University's ERA (Educational Recording Agency) licence.
Where formats have changed or become obsolete, we will review the item's continuing academic need and where appropriate attempt to purchase the content via a contemporary service or format e.g. streaming service or decommission due the content becoming obsolete.

iv.   Theses

Since 2021, theses have been submitted digitally. We provide access to doctoral and some master level theses via Swansea's institutional repository, Cronfa. Physical copies submitted prior to this date are stored in Singleton Library with a small collection held at the Bay Library. These are made available for use within the library building only. In accordance with University regulations, a thesis may be subject to an embargo period e.g. due to commercial sensitivities or patent pending. During this period, all access to the thesis will be restricted.

We will supply metadata to the British Library's EthOS service and make available the theses' full text version as required and without further reference to the author.

v.   Document Supply Service

All academic staff and students can request access to items not held in any of the university campus libraries via the Document Supply Service. Where a resource acquired via this route is in high demand, we will attempt to satisfy the request by purchasing the item.
Our digitisation service provides the option to produce digital copies from library print content for inclusion in the university's VLE (i.e. Canvas). This service operates under the terms of the Copyright Licensing Agency (CLA) Higher Education License.

3. **Open Access**

Libraries and Collections supports Open Access and promotes the principle of author rights retention as embodied in the University's Research Publications Policy. We currently support Open Access journal publication through a portfolio of transitional agreements which enable academics and researchers affiliated to Swansea University to publish under these agreements at no or reduced costs.

We will continue to monitor the effectiveness of these agreements to ensure they provide value for money and support long-term Open Access aims. This includes assessing other options to achieve Open Access and/or extend to support long form publications.

4. **Gifts and donations**

Libraries and Collections occasionally receives requests to donate or deposit physical content. These can range from small straightforward donations to complex arrangements. A separate donations policy has been developed – please see separate Libraries and Collections Donations Policy.

5. **Funding and financial control**

Libraries and Collections receives from the University a centrally allocated budget for all library content.
We will seek to acquire content to support new areas of teaching and research, but where it is unable to do this from its existing budget, it may request additional funds for example, via the University's business planning process.
All procurement of library content is carried out in accordance with University's procurement and financial policies. We use a range of data attributes to monitor the continuing relevance of content, to identify gaps in its content portfolio and to report accordingly. Performance indicators are used to measure the effectiveness of our suppliers and to ensure that best value is achieved.

6. **Damaged and missing items**

Where an item is damaged or reported lost, we will initially seek to either repair or replace the item providing it is still required to support the University's current teaching and/or research interests and it is still available to purchase. This is dependent on cost and the availability of funding. Where possible, items will be replaced in electronic format.

7. **Principles of content management**
   a. Loan status – We will monitor usage to ensure that the loan period for all physical content reflects user demand. If necessary, we will adjust the loan status of physical items within the academic year in response to changing user demand.
   b. Stock withdrawal - A zero-growth policy operates in relation to physical content across the campus library network. This assumes that there will be no addition to Library space and all stock will be reviewed regularly to:

      - Ensure continued relevance.
      - Make best use of space.
      - Maintain the collection in good condition.
      - Maintain a current collection.

   c. Out-of-date content whether physical or digital will be assessed and access revised or removed as appropriate.
   d. Consider the use of high density or compact shelving as part of space management.

e. Manage the available space in existing on campus storage facilities with strategic investment in digital archives as appropriate.

8. Review of physical collections

There are space limitations to all Swansea University campus libraries therefore a zero-growth policy of physical content is essential to enable improved study space and user experience of each campus library. We will work with academic staff to regularly review and rationalise all print collections withdrawing where appropriate out-of-date material to ensure there is zero growth in its footprint with each campus library. The use of external storage facilities provides a means to manage physical content in a way that balances the internal demands for study space and direct access to higher demand physical content. However, there are significant costs associated with the long-term storage and preservation of library content.
We will use the following guidelines to assess stock and identify for storage or withdrawal –

o Relevance to current and evolving learning and teaching as evidence by its presence on reading lists.
o Relevance to current and evolving research within the University.
o Potential relevance to the University's future learning, teaching and research needs.
o Superseded editions of textbooks.
o Unused or little used material over a 10-year period using loan data but not excluding other sample techniques. We recognise that some academic disciplines may require a shorter or longer scrutiny period.
o Availability at other libraries, thus ensuring future access to material.
o Duplication across campus libraries (unless there is a valid reason for multiple holdings).
o Retention of rare/important/reading list/historically or locally important material.
o Discarding very short or incomplete holdings of journals if they are available elsewhere as they do not add value.
o Duplication across campus libraries (unless there is a valid reason for multiple holdings).
o Retention of gifts/donations where there is an existing custodian agreement or they add value to the collection.
o Availability of digital equivalents where appropriate.
o Physical condition. If retention is required, we will decide whether it is economically viable to repair or purchase a replacement copy.
o Items which need to be retained under the terms of the Copyright Licensing Agency (CLA) Higher Education Basic Scanning License.

The final decision to decommission content rests with Libraries and Collections.

9. Disposal of withdrawn stock

Withdrawn items that are of a suitable physical condition and of possible archival interest will be initially offered to the Richard Burton Archives for consideration under the terms of their collection policy prior to actual disposal. Libraries and Collections is committed to disposing of withdrawn stock in an ethical and environmentally sustainable manner.

10. The discoverability of library content

We will ensure that all acquired content is accessible via our discovery service, iFind. We will conduct regular stock takes to ensure the accuracy of information in iFind and improve discoverability of library content – physical and digital.

11. Policy review and ownership

This policy will be reviewed on a two-year cycle by the Libraries and Collections Leadership Team with responsibility for coordinating its annual review rests with the Head of Library Content and Scholarly Communications.

Related Policies

Links to any related policies.

Title	Link
Libraries and Collections Reading List Policy	
Libraries and Collections Donations Policy	https://www.swansea.ac.uk/media/Swansea-University-Libraries-and-Collections-Donations-Policy-final.docx

Policy History

Revision Date	Author	Description
June 2018	Libraries and Archives	Launch of first content management and development policy.
December 2024	Libraries and Collections	Policy revised and updated.