

University of Glasgow Library: Collection Development and Management Policy

The University of Glasgow Library supports the research and teaching of the University through the effective acquisition and management of material in all media, including manuscripts, archives, printed and e-resources. The Library is committed to developing, maintaining and promoting its collections, in all formats, and allocates resources in a strategic and accountable way which best serves the resource needs of the University.

This policy is an evolving document which will be supplemented and supported by other key policies and procedures where relevant.

Acquisition of Content

The Library purchases material, or access to material, in the most appropriate and cost effective way to support and advance teaching, learning and research throughout the University. A team of College Librarians working with Colleges and Schools oversee the selection of materials, and recommendations of relevant scholarly and literary works that will improve the diversity of the collection are encouraged. Items to support taught courses are managed via the [Reading Lists @ Glasgow Service](#), with the [Course Materials Policy](#) detailing current practice.

The choice of format is based on the availability, access and appropriateness to the user and value for money. Electronic is the preferred format where the user model is suitable for library purchase. Print is sometimes the only option, and will be purchased where this is the most appropriate or when an e-book copy is not available in an applicable user model. Journals are primarily purchased in electronic format. E-journal packages can be beneficial in terms of the range of titles and value for money but consideration is given to length of the deal, licensing and archiving. The Library looks to increase the digital resources it offers while ensuring value-for-money in our purchasing.

Other items, such as those in Archives & Special Collections, are selected by staff in those areas according to their [collection development policy](#).

Purchasing and Licensing

The Library maximises purchasing power (nationally and internationally) by partnering with consortia, e.g. JISC and SHEDL. Via our participation in consortial purchasing agreements, we seek to influence publishers and suppliers and increase the number and range of resources and purchasing models to ensure value for money.

Resource Discovery and Access

Access to information content through the Library's catalogues supports the research and scholarship, teaching, learning and public engagement priorities of the University.

Resources are described according to internationally agreed metadata standards for bibliographic description which aid discoverability and enable exchange of data with other systems. The current standards for cataloguing of library materials are the Anglo American Cataloguing Rules, 2nd edition (AACR2), and RDA (Resource Description & Access) with DCRM(B) for pre-18th century rare books. Records added to the library catalogue prior to the publication of these standards reflect the rules in effect at the time. Library materials, with the exception of electronic resources, are classified using the Library's own in-house classification system.

It is noted that when searching the collections users may discover items which contain inappropriate, outdated, or offensive terminology in either the content or descriptions. This terminology is often not changed or updated in our catalogues as it demonstrates the attitudes and language contemporary to the creation or description of the item. It does not reflect the current attitudes of University of Glasgow Library.

Equality, Diversity and Inclusion

The Library's Collection Development policy aligns with the [University's equality and diversity strategies](#). As an ancient university with research collections stretching back across centuries, the Library acknowledges that legacy collections reflect the voices and works of Western-centric authors. The Library aims to diversify collections by including works by marginalised and underrepresented voices.

Any staff or students can suggest material for addition to Library collection using our [online form](#) and the Library encourages suggestions for purchase which broaden the diversity of our collections.

The Library's Course Materials policy supports the University's Accessible and Inclusive Learning Policy by ensuring that course readings are made available electronically wherever possible.

Collection Management

The Library's stock are working collections. Ensuring they remain relevant and accessible is a core part of the Library's work. To release space for new purchases, respond to changes in priorities of teaching and research, and allow for efficient collection management and discovery the Library has a rolling programme of stock review. Decisions around retention, relocation, and withdrawal of stock are based on usage statistics and holdings of other libraries in our wider networks, coupled with other relevant criteria specific to each College or School. Where College Librarians require opinion and feedback from academic staff prior to disposal of stock appropriate liaison will be carried out. The Library, however, does not commit to retaining collection items indefinitely.

Any items selected for disposal are carefully assessed in relation to the overall strength of the collections to ensure the University of Glasgow's continued position as a major UK research library and to enhance the University's reputation. The Library is mindful of its role to enable access while prolonging the life of the Library Collections and minimising the risk of damage.

Different criteria are applied to Unique and Distinctive Collections that are held on permanent retention.

The Library is a signatory to the [Last Scottish Copy Policy](#) developed by the Scottish Confederation of University and Research Libraries (SCURL), the National Library of Scotland (NLS) and the Scottish Library and Information Council (SLIC).

Enlighten (University of Glasgow Institutional Repository)

Enlighten is a suite of services supporting the collection, preservation and publication of the research output of the University of Glasgow. All content (published and unpublished) is deposited and stored in accordance with funder and University policies, including open access policies.

Enlighten: Publications: The University repository for research outputs: journal articles, conference proceedings, books, reports, audio and website items. It is the platform which supports open access in accordance with REF requirements, publisher copyright policies and licencing, and compliance with funder body grant awards.

Enlighten: Theses: The electronic version of higher research degree theses are deposited in Enlighten: Theses. Open access to theses is determined by embargo policies which allow for exemptions and exceptions provided for under the Freedom of Information (Scotland) Act (FoISA) 2004, the Environmental Information (Scotland) Regulations 2004 (EIRs), and by UKRI funder mandates, and by copyright restrictions.

Enlighten: Research Data: Research data and related materials deposited in Enlighten: Research Data (published and unpublished) is stored in accordance with funder and University data policies, and is backed by commercial digital storage in compliance with ISO27001 Information Security Management standard. Records are also created in Enlighten: Research Data to catalogue data resources deposited by University of Glasgow creators in other data repositories.

Document Supply

The Library provides access to content not held in the Library's collections through a subsidised Document Supply service for all eligible users. We also maintain and develop links with regional, national and international networks as a means of providing the best possible service to our customers.

Donations

The Library has historically benefited from donations of individual items and collections and continues to welcome offers of further gifts and donations in line with its collection management and development policies. [The current Donations procedure can be found online](#). The Library reserves the right to deal with all accepted donations as it deems in accord with its policies, including the right of further disposal.

Revision Date

This policy will be reviewed on an annual basis.