

Cambridge University Library

Collection Development Policy framework

1. Scope

This policy is intended as a framework to guide collection development in Cambridge University Library and its affiliated libraries. Wherever the term “University Library” or “the Library” is used it should be taken to mean both the main Cambridge University Library and the Affiliated libraries.

Collection development takes place in a collaborative environment at both University and national levels, particularly with respect to the electronic library. The document reflects the tripartite structure of library provision in the university and sets out to describe the relationship between collection development in the University Library and that of the faculty, department and college libraries with which it works in partnership, taking into account its evolving nature.

With the exception of Special Collections, the policy is neutral with respect to format, whether print or digital. However, it recognises that information provision to support research, teaching and learning is increasingly – and in some disciplines primarily - digital and that there is an expectation amongst users that access to collections will be available at any time and in any place. It addresses the challenges involved in making collection development decisions in an environment in which large-scale, often multi-disciplinary, electronic collections – ejournals, ebooks, databases, and multimedia content - will be available for acquisition by the Library, requiring prioritisation in the light of budget constraints.

Electronic publications offer immense opportunities for collaboration between the libraries of the university to provide excellent collections through the avoidance of duplication and optimising the use of budgets. The highly distributed nature of the University and access expectations make acquisition in electronic format a strategic priority for the Library. The acquisition of digital content is an important contributory factor in maximising the use of available storage in libraries.

The policy is also neutral with respect to the language of publication. However, it recognises that there is a significant concentration within the University Library of expertise and experience in collection development in non-English publications, particularly those emanating from, or relating to, Western Europe, the Near and Middle East, and East Asia, and South and Southeast Asia, where staff work closely with the relevant faculties to co-ordinate acquisition.

2. Strategic drivers

Amongst the priorities set out in the University Library’s mission statement is its aim of “leading information provision and discovery for Cambridge and the global academic community”. In its strategy for 2013-15 the Library identifies its collections as an essential, strategic component to the success of the

University, delivering value by anticipating and responding to the changing needs of our users.

At the same time, it recognises its wider responsibility as a library of international importance by stating that it will continue its cultural heritage role as a National Research Library and will safeguard and grow its world class special collections.

Supporting scholarly communications, particularly through developing and connecting to Open Access publications and other research content, is an important strand in the Library's approach to collection development.

This policy aims to move forward the implementation of the General Board's Report on Teaching and Learning Support Services (July 2008), which urged increased co-operation between libraries providing material to support teaching and learning, by offering a model for a coherent approach to developing collections, harnessing the subject expertise available in the Affiliated, faculty and department libraries, and through the use of collection profiles, ensuring optimum fit between teaching and learning needs and the resources provided by libraries *across* the university.

3. Legal deposit

Cambridge University Library is one of the six libraries entitled under the Legal Deposit Libraries Act of 2003 to receive material published for sale in the United Kingdom and Ireland, the others being the British Library, the Bodleian Library in Oxford, the national libraries of Scotland and Wales, and Trinity College Library Dublin. The Legal Deposit Libraries (Non-Print Works) Regulations 2013 extended the scope of legal deposit to include electronic publications.

Under the above legislation the Legal Deposit Libraries are entitled to a copy of either the print or the electronic publication, but not both, the format to be deposited being agreed between the libraries and the publisher. In practice almost all eligible publications are claimed by the Agency for the Legal Deposit Libraries or collected electronically by the British Library on behalf of the Library. Print deposit remains the default but the transition from print to electronic deposit began immediately following the 2013 Regulations and is expected to be largely complete over the next ten years. Collection development for electronic legal deposit is a collaboration between the six Legal Deposit Libraries, guided by the Collection Development and Acquisitions Sub-Group on which each of the six libraries is represented. The LDLs agree on prioritisation principles and on the individual publishers which will make the transition to electronic deposit and when. This transition, which will significantly reduce the number of borrowable print titles of UK publications, particularly monographs, available to users of the UL, represents a major challenge for collection development. It underlines the need to focus on user requirements and to explore new ways of selecting content such as patron-driven and evidence-based acquisition.

The extent and breadth of publications received under Legal Deposit has had a significant impact on the scope of collection development to support research in particular. Under Library Syndicate regulation 6(c), four of the Affiliated

Libraries – the Medical, Squire Law, Central Sciences and Moore Libraries - are entitled to receive print legal deposit publications, which include significant research titles, through transfer from the University Library. In addition to access within the main UL building, all Affiliated Libraries are entitled to provide access on their premises to electronic legal deposit material.

4. Collection profiles

The diverse and extensive nature of University collections makes it essential for the profile of individual collections, wherever they are held, to be described in sufficient detail for a complete picture of collecting priorities and holdings, both for research and teaching to be drawn up to ensure that:

- The requirements of the discipline are being met on a university-wide basis
- Responsibilities for collecting are made clear and are understood by librarians and the communities they serve
- Duplication in collecting is avoided with the important exception of heavily-used teaching material or textbooks if no electronic versions are available
- Collaboration between libraries is supported
- Interdisciplinary subjects do not suffer from having no specific collecting library

Such profiles will provide a basis for co-operation between the libraries of the University and, when made public, will also serve to guide users to the appropriate collections. The Affiliated libraries will take the lead in developing profiles for their collections and will contribute to the profiles for their subject area in the main University Library, where appropriate. They will ensure that collections are relevant to current areas of research and teaching, and that this profile is reviewed and maintained.

Staff in the main UL will work with the non-affiliated faculty and department libraries to develop research collection profiles for all remaining subject areas, including inter-disciplinary subjects. Faculty and department libraries are strongly encouraged to adopt the same approach for collections.

Profiles should set out the scope of the collections, a breakdown of the subjects they include, the level of material collected, relationship to other collections of the university and significant collections elsewhere, and arrangements for reviewing and maintaining them. They should outline the main teaching and research interests of each discipline they serve.

5. Research collections

The University Library is the principal research library of the University although important research collections are held and continue to be developed in a number of faculty and department libraries. Publications are acquired to:

- Support current University research requirements
- Respond to emerging research requirements and to support new areas of research
- Build on existing collection strengths
- Support the Library's role as a national research library

Collection development for English-language material is co-ordinated by the English Collections department in the main University Library. Subject expertise and knowledge of the requirements of current and emerging areas of research is strongest in the Affiliated, faculty and department libraries serving the relevant disciplines.

The Affiliated libraries have responsibility for directing English language research collection development in their disciplines and, for liaising with the appropriate language specialists in the UL to guide the collection of Non-English language material. Funds will be allocated to the Affiliated libraries for expenditure on research monographs, both print and electronic, in their disciplines on monographs. The Affiliated Librarians may also be asked to take responsibility for expenditure against UL trust funds with a specific disciplinary focus of interest to their faculty or department, e.g. the Kaplanoff Fund for American history. Where a title is acquired in print the normal expectation is that it will be placed in the main UL but where an Affiliated Library already maintains a research collection and it fits the collection profile, the Affiliated Librarian may decide to place it there.

The English Collections department in the main UL is responsible for:

- Administrative support. Setting up mechanisms, e.g. Coutts OASIS to allow Affiliated Librarians to spend the research allocation in their subject and supporting them in their use of it.
- Overall budgetary control of expenditure on English language material
- Acquisition of English language ebook collections to support research in consultation with the Affiliated Libraries
- Acquisition of English language print and ebook research monographs and continuations in disciplines not covered by the Affiliated Libraries which match the collection profile. In doing so it will take into account recommendations by other faculty and department libraries, and will respond to individual recommendations.

The School Librarian, or in the case of the Affiliated science libraries, the Head of Medical and Science Libraries, has a co-ordinating role, meeting the Affiliated Librarians in the School regularly, providing guidance, and ensuring agreement on the acquisition of inter-disciplinary subjects from more than one budget.

6. Foreign language collecting

Collection development responsibility for print and ebook acquisition in languages other than English lies principally with the appropriate language specialists in the UL European Collections and Cataloguing department and Special Collections division. An important part of their role is to liaise with Affiliated, faculty and department libraries to ensure a close fit between collecting priorities and the research needs in their discipline.

Research level publications in the main European languages, those of the Near and Middle East, and South and Southeast Asia, will be acquired where they fulfil one or more of the following criteria:

- They relate to the culture of the language area concerned

- They are works by an acknowledged expert in the field
- The author is making an important and original contribution to the subject
- When coverage in English is generally perceived to be inadequate
- When the main UL's coverage approaches comprehensiveness

7. Teaching and learning collections

The development and maintenance of Library collections to support students on taught courses, both undergraduate and postgraduate, is the primary responsibility of the Affiliated Libraries in the UL, in line with their collection profiles. Librarians in the Affiliated Libraries play a key role in liaising closely with teaching staff to ensure that texts on reading lists are acquired, collections to support existing courses are maintained and developed, and that provision of library material is taken into account in planning support for new courses or to meet future teaching and learning requirements.

Selection of library material to support teaching and learning is carried out through a number of routes:

- Individual titles are selected by collection development staff of the relevant Affiliated library. If published in print they are acquired by the library.
- If published electronically and costing less than £500 for outright purchase, they are put forward for acquisition through one of the models offered by the ebooks@cambridge service which agrees on the purchase of titles to support teaching and learning from a budget contributed by college, faculty, department, and Affiliated libraries. Libraries either contribute an agreed amount for the academic year, or contribute as and when they wish the service to purchase specific ebook titles or collections, or they order ebooks directly from a licensed supplier, using their own budget plus an allocated college amount for the subject.
- Print titles or ebooks outside the scope of the ebooks@cambridge service and ebook collections are put forward by Affiliated libraries for acquisition by the main UL against a budget which is allocated at library subject level. A collaborative approach is maintained by using publisher systems, e.g. Coutts OASIS, to share information on recommendations and publications on order, and to facilitate rapid supply of titles. The decision on purchasing against the UL budget for individual titles to support teaching and learning is the responsibility of the Affiliated librarians. Collection development staff in the main UL have a co-ordinating role, as outlined above under Research collections.
- Titles and collections over the £2,000 threshold require approval by the UL Accessions Committee which takes into account the case put forward by the relevant Affiliated librarians and teaching staff.
- The UL acquires through purchase or subscription major ebook collections in consultation with ebooks@cambridge and the relevant subject specialists, where appropriate.

Preference is given, where an electronic version has been published, to the acquisition of the electronic, subject to the usability of the available versions. Multiple copies are acquired where texts are heavily in demand and unavailable electronically.

Legal Deposit has played a significant role in past in providing single copies of books to support teaching and learning, particularly where the material is suitable for borrowing. Where works are not received in print under Legal Deposit, either because the publisher fails to deposit, or only electronically, and are required to support teaching, they may be acquired by the University Library.

Under Library Syndicate regulation 6(c), the Medical, Squire Law, Central Sciences and Moore Libraries are entitled to receive print legal deposit publications, which include titles required to support teaching and learning, through transfer from the University Library.

8. Journals

Collection development for journals, except for those acquired through legal deposit, is co-ordinated on a university-wide basis through the Journals Co-ordination Scheme. E-journals are acquired collaboratively by the main University Library, Affiliated, faculty, department and college libraries, electronically and in print. Budgets are set at School level, where decisions on new titles and cancellations are taken by academic-led committees with library support, ensuring as close a match as possible to research requirements.

e-journal backfiles are acquired as far as possible to complete coverage of a e-journal holdings. Electronic backfiles support potential de-duplication of holdings and optimise use of shelf space. The Journals Co-ordination Scheme advises the UL on prioritisation of e-journal backfiles for acquisition but the cost is met from a number of funding sources, including the UL materials budget, the JCS, faculty or department contributions, grant or donor funding, and capital funds through the planning round

Under Library Syndicate regulation 6(c), the Medical, Squire Law, Central Sciences and Moore Libraries are entitled to receive print legal deposit journal titles through transfer from the University Library.

9. Online databases

Full-text and abstracting indexing databases are acquired by the main University Library to support research and teaching in consultation with the faculty, department and college libraries. Major electronic reference and full-text works are treated as databases for selection purposes. Selection is made by the UL Accessions Committee on the basis of the case put forward by the subject specialists in the appropriate libraries and research and teaching staff. In addition to cost, factors considered include matching the requirements of a specific course or research group, benchmarking against peer group institutions, balance of expenditure across subjects, and overlap with existing resources.

10. Special collections

Manuscripts

The main UL contains very extensive collections of manuscripts and archives which have been accumulating since the thirteenth century. High priority is

attached to adding manuscripts and archives of research interest to the collections. The manuscripts and archives which are acquired normally fall into one or both of the following categories:

- Material concerning the University of Cambridge and its members
- Material which enhances or complements the existing manuscript holdings

Rare Books

The Rare Books department purchases books and pamphlets in European languages printed before 1900. This range covers periodical publications, often in collected editions, but including, for example, individual early newsbooks and runs of periodical issues. The general principle for book selection is that of building on the existing strengths of the collections, thus increasing their already rich research potential. Purchases are concentrated on works of substantial interest. Categories of special importance include incunables, post-incunables, books of special relevance to Cambridge, and special author collections such as Goethe, Montaigne, and Swift. Care is taken to avoid purchasing books of which there is a copy in another Cambridge library.

Other Special collections

Further special collections, notably maps and music, are acquired, building on existing collection strengths. Detailed profiles of these collections are made available alongside subject profiles. Important Special collections are held in a number of Affiliated Libraries, for example the Whipple Library, and are enhanced to support research.

11. Reference works

Reference collections are particularly well served by electronic publications. Most general reference works, bibliographies, dictionaries, encyclopedias subject handbooks and guides, are available electronically. They support rapid and widespread consultation and reduce the number of copies required across the University.

- Reference works are acquired only in electronic formats unless otherwise unavailable.
- Subject-specific reference works are selected for acquisition on the basis of recommendation as set out below.

The main UL is responsible for acquiring electronic reference works, general, inter-disciplinary, and subject-specific, which are treated as databases for the purposes of selection and acquisition. A recommendation and selection scheme is used whereby individuals, faculties, departments and research groups may put forward titles or collections of reference resources for acquisition.

12. Multimedia collections

The Library will respond to the rapid growth in demand for sound and moving image collections by

- Selecting and acquiring subscription and/or licensed multimedia collections to support teaching and research in consultation with the

faculties, departments, and research groups, through the mechanisms established to consult on online database acquisition.

- Providing access to nationally-funded and other freely available multimedia resources through discovery systems and catalogue links.

In implementing the above it will take into account emerging areas in research and teaching within disciplines, e.g. African studies, drama, in which multimedia is of particular importance, and those areas which cross disciplinary boundaries such as film studies.

13. Open access

The Library promotes and supports the use of Open Access publications, ejournals, ebooks, and data by managing them as collections alongside purchased material.

- facilitating their discovery in library catalogues through loading MARC catalogue records
- ensuring that metadata for OA publications is harvested by library discovery systems
- linking to OA publications in A-Z listings and web sites

14. Digitised content

The Library seeks to share its outstanding collections through the Cambridge Digital Library and to enhance its digital collections by aligning them with the scholarly research interests of the university and its collaborators. Its goal is to make content from the Digital Library freely available for use within teaching and research. Library material is selected for digitisation by the Special Collections division, in collaboration with Digital Services, the academic community, funding organisations and donors. The first phase of work on the Cambridge Digital Library, the **Foundations Project**, focused on the Foundations of Faith and the Foundations of Science. Further details can be found at <http://cudl.lib.cam.ac.uk/about/>

15. Retention and disposal

A policy on retention and disposal will developed and maintained by the University Library and Affiliated Libraries.

Roles and responsibilities	Main University Library	Affiliated Libraries	JCS
Collection profiling	✓ Research collections; Non-English language	✓ Teaching and learning collections; Research where appropriate	
Research collection development (English language)	✓	✓	
Research collection development (Non-English language)	✓		
Teaching collection development		✓	
Academic liaison	✓ Non-English language	✓ English language Non-English language	
Reading list material		✓	
Journal selection & cancellation			✓
Electronic reference works	✓ Selection, acquisition, and administration	✓ Selection	
Online databases	✓ Selection, acquisition, and administration	✓ Selection	
Special Collections	✓ Selection, acquisition, and administration		

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