

Library Collection and Access Development Plan 2015-2018

1. SCOPE AND PURPOSE

- 1.1 This development plan is for BU staff to enable learning resource delivery to all at BU.
- 1.2 The Plan describes our vision for the acquisition of collections of information resources and access to them. It supports the [BU Strategic Plan 2012-18](#), whilst also addressing the individual needs of the Faculties by outlining financial planning and informing discussion between Library and Learning Support (LLS) other sections of Academic Services (AS), the Faculties and the University Leadership Team.

Collection and access development includes all activities that support the creation and maintenance of Library collections that inspire staff, students and researchers.

These activities include:

- Evaluating the collections and planning future developments
- Budget setting and procurement
- Resource discovery
- Access to resources within agreed licence limitations
- Retaining and withdrawing stock as appropriate

The activities described aim to be efficient and cost effective, whilst ensuring maximum flexibility and choice for library users to access relevant information.

The plan includes:

- tools used to exploit and discover collections;
- preservation of materials of lasting value to BU;
- advising on student purchase or rental of resources;

1.3 Over the last decade, development enabled staff, students and researchers to exploit the increasing availability of digital information

<p>Library and Learning Support will:</p> <p>Provide regular management information on the use, and (where possible) impact of information resources</p> <p>Monitor, suggest and evaluate the best existing and new products against the current and future curriculum and research priorities of the School / Faculty</p>	<p>The Faculties will:</p> <p>Evaluate & communicate the suitability of resources in meeting their curricular and resource needs through feedback to Subject Librarians, framework meetings and library resource review meetings</p>
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5.1.3 Strategic level planning and reporting

<p>Library and Learning Support will:</p> <p>Plan resource allocation and report to AS and the University</p>	<p>Faculties will:</p> <p>Provide feedback and support for planned resource levels</p>
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6.1.3 and innovation for learning resource organisation

<p>Library and Learning Support will:</p> <p>Monitor, influence and lead sector initiatives and strategies through regional and national collaboration</p>

5.2 Budget setting and procurement

5.2.1 Manage the centralised library resource budget

<p>Library and Learning Support will:</p> <p>Recommend budget based on identified needs in time for business planning cycle</p> <p>Implement regular and accurate financial reporting and manage spend throughout the year</p>	<p>The Faculties will:</p> <p>Feedback resource needs and strategic direction to inform financial management</p>
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5.2.2 Strive for value for money in library resource procurement

<p>Library and Learning Support will:</p> <p>Monitor supplier performance.</p> <p>Take advantage of regional and national purchasing consortia</p>	<p>The Faculties will:</p> <p>Provide feedback on the academic value of deals</p>
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5.3 Resource discovery and sharing

5.3.1 Continually evaluate and develop the functionality and usability of our chosen discovery tools (including mySearch and the library catalogue) against the needs of academic staff and students

Library and Learning Support will: Provide forums and opportunities for feedback on the functionality and usability of discovery tools Review and implement enhancements	The Faculties will: Test and evaluate developments and provide feedback
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5.3.2 Provide staff and students with an integrated environment for sharing and discovering recommended resources

Library and Learning Support will:
 Provide an integrated reading list tool that enables academics to

<p>Work with colleagues from across the University to support Open Access publishing Identify Open Educational Resources (OERs) and enable their discovery for learning and teaching</p>

5.4.5 Manage multimedia resources to ensure ongoing access

<p>Library and Learning Support will: Transfer outdated audio visual formats to new digital formats and platforms Provide access to and promote Box of Broadcasts (BOB) for off-air recording and media archive</p>	<p>The Faculties will: Identify material for off-air recording Contribute to the review of multimedia resources to preserve appropriate access</p>
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5.5 Retention and disposal

5.5.1 Identify and dispose of material that is no longer of academic value

<p>Library and Learning Support will: Regularly consult academic staff to review print and electronic collections Provide management information to inform review</p>	<p>The Faculties will: Provide feedback on the academic value of resources</p>
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5.5.2 Provide an accessible and secure environment for learning collections

<p>Library and Learning Support will: Follow accepted standards for the access, storage and archiving of print and digital media. Manage access to e-resources for users eligible under the terms of our licence agreements</p>

5.5.3 Provide access to collections of reference materials

<p>Library and Learning Support will: Provide access to bona fide researchers to material held in Special Collections Provide electronic access to material wherever possible</p>	<p>The Faculties will: Direct requests for access to the library and validate external researchers</p>
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5.5.4 Enter into beneficial co-operative arrangements to store, dispose of and provide access to materials

<p>Library and Learning Support will: Offer materials to libraries with research responsibilities for cognate collection Work with organisations to ethically dispose of or recycle unwanted materials</p>

6. REFERENCES AND FURTHER INFORMATION

Learning Resource Documents can be supplied (on request to Subject Librarians) in support of course validations, accreditations or research proposals.