**Information Policy for the
Department of English**

**Introduction**

This document presents the Information Policy for the Department of English. It includes a description of the Library’s existing collections and an outline of current collecting areas. Set within the context provided by an overall Collection Development and Management Policy, its purpose is to ensure that the selection of resources – books, journals and other kinds of material – whether print, electronic or other format, reflect the teaching and research priorities of the Department and provide best value in both financial and academic terms.

**Collection Evaluation**

The Library has a collection in English, which includes books and journals, in print and digital formats. It also includes an audio visual collection, available as DVDs and online multimedia resources. The majority of the collection is shelved at 820-829. All ‘Essential’ and ‘Recommended’ readings from reading lists are held in the *High Use Collection* on the ground floor of the Library. The remaining collection of printed materials is kept in the General Collection on the first and second floors. The vast majority of English journals are available online, but those print journals in closed sequences, i.e. where we no longer have an open subscription, are retained in Founder’s Library on the open shelves. Where we have a current, active subscription to the print journal these are located in the stacks on the first floor of the Library.

**Book Fund and resource allocations**

Book funds are allocated in June/July each year for the following financial year (August –July). This book fund is to provide for all non-subscription library materials including printed textbooks and research monographs, electronic books, and any other one-off purchase requirements.

For reading list materials, the book to student ratios are as follows:

Essential – 1 book per 8 students, unless there is a multi-user ebook then it is 1 print per 20 students, single user – treat as print and buy 50/50 single user and print

Recommended – 1 book per 20 students, unless there is an ebook then it is 1 print per 60 students

Further – 1 book per 40 students, unless there is an ebook then it is 1 print per 200 students. Only order e-book or 1 copy of print in the first instance and react to demand/staff requesting more. Students will need to request copies to alert us.

Journals and other subscription items are purchased from a separate fund.

**Collection Areas**

To support the Department’s scholarly and research activities the library will acquire material published in the areas listed below:

* Linguistics
* English Language
* Literary Theory
* American Literature
* English Literature
* Anglo- Saxon Literature
* Middle English Literature
* Renaissance Literature
* Shakespeare
* Restoration Literature
* 18th Century English Literature
* 19th Century English Literature
* 20th Century English Literature
* 21st Century English Literature

**Inter-Library Loans**

Although the Library will try to accommodate all requests for purchase, books which lie outside the areas listed above or are out of print can be obtained on loan from another library through Inter-Library Loans. Such books are usually borrowable for up to 6 weeks at a time. Journal articles and other material not available from within the Library’s collections can also be obtained through this service.

**Teaching and Learning**

The Library will support all taught course modules. Multiple copies and / or electronic copies of texts will be purchased or subscribed to as appropriate. Subject to copyright restrictions the Library will digitise materials, for instance book chapters, or journal articles not otherwise available electronically, if required for taught course modules.

Reading lists and estimated student numbers should be sent to the Information Consultant by June 30th and October 31st each year so any new material can be purchased and processed in time for the forthcoming semester.

Reading lists will be added to the Library’s reading list system, Aspire, which provides links to catalogue entries and directly to electronic texts where they are available. Course modules within Moodle can link to Aspire.

Copyright and Legal Use It is a legal requirement and a College-wide understanding that course tutors (an any other College staff) will only provide material to students in print or online that is copyright cleared and legally allowed for the purpose of teaching and research.

**Digitisation**

Subject to copyright restrictions the Library will digitise material according to its Copyright Digitisation of Print Materials Guidance. Priorities include reading list items – book chapters or journal papers.

**Stock editing**

Most stock is kept on the Library’s open shelves. As space is at a premium periodic stock reviews are used to identify and remove less-well used material. Unused duplicates are disposed of from time to time. When editions are superseded, all old editions will usually be removed from the shelves (unless the old edition is known to be required). Weeding and withdrawal criteria are described in the Library’s Collection Management Policy.

**Donations**

Due to issues of space and the high cost of accessioning and cataloguing we cannot take many donations. If academics wish to donate books to the library please contact the Information Consultant first to check if we can accept it.

The Library does run a scheme where donations of books are offered to students for free, called Pass It On.

**Recommendations**

The Library welcomes recommendations for the purchase of books, films and other relevant material from staff and students of the Department. Purchases are normally made if:

* Recommendations fall within the scope of the policy as described above;
* Funds are available;
* The item is not already in stock.

Usually:

* Only a single copy only of a printed book is purchased;
* Books must normally be written in English;
* They must be of an appropriate academic standard.

For reading list texts, multiple copies and electronic versions will be considered as appropriate. Recommendations can be made directly to the Information Consultant or by filling in an online form.

Journal recommendations are considered once a year in November. Because of the forward financial commitment involved journal subscriptions usually have to be balanced by savings elsewhere in the subscription budget. Recommendations should be made to the Information Consultant

**Contacts**

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