Collection Development and Management Policy
Library Service
Royal Holloway University of London
Revised, October 2015

1. Executive summary

The Library aims to support the academic work of the College by building its collections to meet the changing needs of those learning and researching at Royal Holloway.

This document describes the collection development policy of the Library Service and sets out general principles and guidelines for:

- the selection and acquisition of books, journals and other resources;
- the withdrawal of stock, and the cancellation of subscriptions;
- accessing content not necessarily held at Royal Holloway.

The document should be read in conjunction with the Collection Development Policies specific to each Department at Royal Holloway as well as other related policy documents (see section 7).

Through collection management (see section 6) and consultation with academic departments, the Library aims to make the collections and resources available to its users in the most efficient and cost-effective way. This includes an e-only policy with regard to purchases of resources, in particular journals and increasingly with regard to books. The Library seeks to provide the best possible access to the electronic resources to which it subscribes and to other freely available e-resources through LibrarySearch and its subject guides. The Library also makes best use of Library space and budgets through replacement and withdrawal of stock that is outdated and underused, and through cancellation of subscriptions to journals and resources that no longer reflect the current academic profile.

2. Collections

The Library and Special Collections at Royal Holloway have evolved over more than 150 years from the foundation of Bedford College in 1849 and Royal Holloway
College in 1886, which merged to form Royal Holloway and Bedford New College in 1985. The book stock comprises approximately 600,000 volumes, each year bringing approximately 16,000 new printed items. The book stock includes some 7,000 special collection or rare book items. The Library provides access to more than 38,000 journal titles, the vast majority in electronic form, as well as more than 400,000 e-books. The collections cover a wide range of subjects supporting students and researchers across the three faculties at Royal Holloway: Arts and Social Science; Management and Economics; and Science.

The College Archives (see section 4.1) contain some of the earliest records relating to the history of higher education for women, chronicling the foundation and development of both Bedford and Royal Holloway colleges. In addition, there are over 50 collections of personal papers, mainly of early students and staff but also including special collections such as estate papers and the records of a number of theatre companies.

The College’s Art Collection (see section 4.2) includes paintings, sculptures, prints, drawings and water colours. The collections are based on the legacies of Thomas Holloway and the artist Christiana Herringham. Their collections have been enhanced through additional gifts, acquisitions and commissions which span from the 17th century to the present day.

3. Collection development general guidelines

3.1 Principles

The Library aims to provide a wide range of resources, but with current needs and access to core reading list materials and texts for taught courses taking priority.

Through the historic growth and evolution of the Library over more than a century and current information provision purchasing levels of approximately £2.5m per annum, the collections at Royal Holloway include significant research-level holdings appropriate to a research-intensive institution. However, the fundamental requirement to provide for taught undergraduate and Masters programmes as fully as possible, coupled with limitations on space, means that the Library cannot on its own be expected to deliver all resources across all disciplines.

Subject to budget availability, the Library will support in-depth research needs in selective areas but to provide the requisite range and depth of materials to satisfy comprehensive research needs, researchers will need to access the content of other major libraries such as the University of London Senate House Library (www.ull.ac.uk). Senate House Library’s modern research collections support
research in fourteen key areas covering the arts, history, social science and psychology (see section 6.4.3).

Access to content elsewhere is also facilitated through the SCONUL Access Scheme (see http://www.access.sconul.ac.uk/) and the M25 Consortium of Academic Libraries Search25 service (www.search25.ac.uk see section 6.4.4). Additionally, content is available through the increasing range of digital resources accessible on the web, e.g. through the Jisc digitisation programme and international initiatives such as Europeana (see http://www.europeana.eu/portal/).

The Library will apply best practice with regards to cost-effective and value for money procurement, for instance, all book and monograph orders will normally be placed through the Library’s suppliers to take advantage of discounts, shelf-ready supply and to ensure economies of scale to reduce staff overheads.

The Library also operates a policy of reclassification to streamline processes which often requires relocation of stock.

The Library Service is preparing for a move to a new Library and Student Services Centre, due for completion in 2017. In order to make the most effective use of the new building, and to maximise study space, the Library is implementing a programme of stock review in the lead up to the migration to the new building. There are no specific targets set for any reduction in stock, but before the move the Library wishes to take the opportunity to address low use and out of date monograph stock that is not of a research nature; superseded textbooks; low use print journals where there are electronic equivalents. Stock reviews are carried out in consultation with academic departments, but in the area of superseded textbooks and out of date monographs the Library exercises discretion through the expertise of the Information Consultants.

3.2 Teaching collection: reading lists

With reference to reading list materials, the following guidelines should apply:

- Before validation of any new programme and as part of the validation documentation, it is necessary for agreement to be reached with the Library that there are adequate library resources to support the programme, or that there is sufficient financial resource to provide these.
- It is the academic staff’s responsibility to send reading lists to the Library in time for material to be added to stock and for details to be input to the Reading List System (https://rhul.rl.talis.com/index.html) before teaching on a module commences.
• At least one copy of any core text on a reading list should be stocked by the Library. Where departments expect students to purchase core or essential readings, this should be made clear on reading lists to avoid the expectation that the Library will resource multiple copies for this element of the course.
• Texts marked as key readings that students are not expected to purchase will be obtained in multiple copies in line with the ratio of texts per student outlined in the Department’s Collection Policy.
• The Library may decide to buy additional copies of texts where there is evidence of significant pressure on the existing copies; items identified as missing may also be automatically replaced via a topsliced replacement books fund.
• The Library will purchase e-books in addition, or, in preference, to print copies unless there is specific reason not to do so and where budgets allow. This method of provision fulfils the strategic aim to make resources as accessible as possible, but it is acknowledged at the date of this document that licensing models for e-books remain challenging.
• The Library will change the loan status of items in reaction to evidence of usage, or in response to specific requests from academic staff or from students.
• Where it will alleviate demand, and subject to the provision of the Copyright Licensing Agency Comprehensive Higher Education Licence, articles on reading lists from journals and chapters from books will be acquired as copyright-cleared digital items for placing on the Virtual Learning Environment (Moodle) unless a paper copy is specifically requested (see section 6.4).
• New editions of recommended textbooks will not automatically be purchased unless a reading list is updated with reference to new editions. Where usage or other evidence indicates that superseded editions are still being used, these will be retained in an appropriate quantity.

3.3 Journals

The Library has over 38,000 journal titles through subscriptions, the vast majority in electronic form. These are acquired to support teaching and research needs in accordance with the following guidelines.

• Journal subscriptions to support the academic teaching and research of departments are taken in consultation, and usually at the request of the academic department.
• The continual growth in the provision of electronic journals has radically changed scholarly communication and it is Library policy to provide resources in electronic format wherever possible. It is not expected that print copies of current subscriptions available in electronic format will be retained
unless there is a specific agreement between the Library and the academic department to do so.

- In consultation with departments, multi-disciplinary electronic journal collections, including current subscriptions and purchases of, or subscriptions to, back-files will be selected where these offer good value for money.
- Departments will be supplied annually with usage data and asked to review their current subscriptions on an annual basis to ensure that they are still relevant to the teaching and research activities of the department, and to ensure that there is an appropriate amount left in the departmental library budget allocation to purchase monographs and other materials.

3.4 E-resources and software

- The Library will make resources available in electronic format wherever it is possible to do so, taking into account factors such as cost effectiveness, user authentication, usability and accessibility. This policy is based on the premise that online delivery presents advantages of multiple access, remote access and 24 hour access, although it is acknowledged that there are some disadvantages and that some material is better read in print format. Where departments make this case, the Library will consider print provision over electronic.

- As a general principle, the Library will not acquire software for College users but will work with the IT Department as appropriate to license such software for College use through national initiatives such as EduServ CHEST agreements.

- The Library subscribes to various multi-disciplinary e-resources of primary benefit to research administration and assessment as well as research per se. These are paid for from the Library’s general e-resources fund for the benefit of the College as a whole and encompass journal citation datasets (Web of Science) and journal metrics (InCites). These resources provide data to Pure, the College’s research information system. The Library will continue to evaluate existing subscriptions for relevance and value for money as well as monitor new products that fit under this broad category for potential acquisition. Decisions to cancel subscriptions in this category will be passed to the Vice Principal (Research and Enterprise) for final ratification due to their strategic importance.

- With specific regard to reference management software, the Library will provide training and support for reference management software acquired by the IT Department, especially regarding its interaction with Library subscription datasets. The Library will continue to advise the College on the
appropriate mix of hosted/client based software to support teaching and research in the light of emerging free alternatives in this field and emerging user requirements.

- The emergence of teaching packages, licensed to particular groups or cohorts of students on a time-limited basis, or issued as packaged e-content to undergraduates for certain modules, is a trend that is currently being carefully considered by the Library in order to define a policy with regard to this type of provision.

3.5. General materials including reference works and interdisciplinary materials

- Material in this category will be acquired selectively to support teaching and research at the recommendation of academic staff.
- Reference works such as encyclopaedias, dictionaries, directories, atlases will be selected by the Library, taking into account recommendations from academic staff. Electronic versions will be acquired wherever possible.
- When new editions of titles are purchased, copies of older editions will generally be removed from stock.

3.6. Research information, repository and open access (OA)

The College is fully committed to Open Access and supporting the research activity and researchers within the College. The Library also views OA as a key route to enabling greater accessibility and discovery to College research outputs and data which enhances the visibility, reputation and impact of the College, its research staff and research. OA is now a requirement for many funders including Higher Education Funding Council for England (HEFCE) and Research Councils UK (RCUK). The Library supports these requirements through the College’s OA research repository, a Current Research Information System (CRIS) and other Library systems to ensure access to metadata and research outputs.

3.6.1 Journal articles and other research outputs

The College’s Open Access Policy (2010) (see https://www.royalholloway.ac.uk/library/documents/policies/royalhollowayoaapp.pdf) states that peer reviewed research outputs must be added to Pure (CRIS) which is searchable by internet search engines.

3.6.2 Research data management and access

The College’s policy on Research Data Management (RDM) (2014) states that the College is responsible for training, support and advice on research data
management and resources and infrastructure. The Library is fully committed to supporting this policy and inputting professional knowledge to the management and preservation of research data assets.

3.6.3 Theses written for research degrees
- One print copy of a thesis submitted for a Royal Holloway University of London research degree will be catalogued and stored by the Library. Since 2010, PhD students are also required to add an electronic copy to Pure (CRIS) as outlined in the E theses submission policy (2012). This version is made Open Access in line with any embargoes placed on the item (see https://www.royalholloway.ac.uk/library/documents/policies/electronicthesesissubmissionpolicy.pdf)

- Royal Holloway is a member of EThOS (Electronic Theses Online Service: see http://ethos.bl.uk) and allows its theses to be digitised by the British Library to be made available to external requesters unless any embargo on publication in this way has been agreed.

3.6.4 Management and acquisition of open access content and services
To enhance visibility, access and discovery of Royal Holloway research, the Library will investigate opportunities for the digitisation of research outputs which enhance access and discovery and will carry out digitisation projects in line with copyright law and College policies.

- The Library has a takedown policy to respond to any takedown requests (see https://www.royalholloway.ac.uk/library/documents/pdf/rhultakedownpolicy2010-09-01.pdf)

- The Library administers the College’s Article Processing Charge Policy (2013) (see https://www.royalholloway.ac.uk/library/researchsupport/openaccess/oancuk.aspx) and manages the Research Councils UK (RCUK) Article Processing Charge block grant on behalf of the College (see https://www.royalholloway.ac.uk/library/documents/policies/rhulapcpolicy.pdf). The Library is responsible for coordinating monitoring and compliance reports for funders.

- The Library staff will continue to investigate publishers’ APC schemes and make informed decisions about which offer best value, compliance with funders’ requirements and efficient workflows.

- The College and the Library belong to a number of OA initiatives and will continue to evaluate current and forthcoming services in support of OA and research information.

- Library staff will continue to provide advocacy to researchers across Royal Holloway on trends and requirements relating to Open Access, Article Processing Change and compliance in these areas.
3.6.5 Postgraduate dissertations

Some theses submitted in support of a taught Masters level Programme will be held by the Library if the department makes a copy available. These will not be held indefinitely and will be returned to the department after 5 years as part of a regular stock review of this collection, depending on an item's usage.

3.6.6 Past examination papers

Electronic copies of past examination papers for departments will be held in the repository for a rolling period of 5 years unless otherwise specified by the department within their specific collection development policy.

3.7 Audio visual materials

- The Library acquires material in a range of non-book formats to support teaching, learning and research, including DVD and CD.
- The Library subscribes to Box of Broadcasts (BoB), a shared recording and media archive service, hosted by the British Universities Film and Video Council (BUFVC). BoB is available to all members of Royal Holloway and records all of UK TV as well as radio.
- The Audio Visual collection exists for legitimate academic use under UK law and the provisions of the Educational Recording Agency (ERA) Licence.

3.8 Donations

- Donations of library materials will only be added to stock after evaluation under the framework of the Collection Development and Management Policy and the departmental Collection Policy. Items that are not judged to fit the criteria for acquisition will not be accepted. The Library Information Consultants will make the decision as to whether a donation fits within the appropriate criteria for acquisition with escalation, where necessary, to the Director of Library Services.
- Where the Library agrees to accept an item or collection, it is a condition of acceptance that the donation will not necessarily be retained permanently.
- Unusual, or exceptional, donations which fall outside the criteria for acquisition will be referred to the Development Office: for consideration under the College's Donations Acceptance Policy (2012) (see https://www.royalholloway.ac.uk/iquad/collegepolicies/documents/pdf/compliance/donationacceptancepolicy%28november2012%29.pdf)
- Information about donating materials is available at:
3.9 Retention and disposal

Deselection of stock is as important as its selection in maintaining the overall relevance of the stock, and the regular review of collections is therefore necessary to ensure its quality.

- Stock reviews will be carried out on a rolling basis in consultation with academic departments, and agreement reached as to how to carry out a review in a given subject area. Lists indicating the age and usage of items of stock can be obtained from the Library Management System, together with data on multiple copies and superseded editions. This data provides a useful starting point in identifying stock that may no longer be relevant to the teaching and research activities of a department.
- At the time of stock reviews, appropriate criteria will be agreed with departments. On the basis of these, the Library will coordinate the stock reviews. Where required, it is expected that the department will provide sufficient staff resource to enable the Library to manage the process within an appropriate time-frame.
- When reviewing monograph stock, as general practice on a day-to-day basis or when reviewing stock in a given area, consideration will be given to multiple copies, superseded editions with little current circulation owing to more recent editions, items in poor physical condition and items no longer of research interest.
- When reviewing print journal holdings, consideration will be given to the availability of sustained electronic access via a secure supplier, to heavily incomplete and short runs of a title and to titles containing content that is not useful in the long-term.
- The Library may take part in local, national and international initiatives to relegate or withdraw journal stock where the initiative is based upon ensuring access to the content via alternative means, such as UK Research Reserve.
- When reviewing digital resources, including e-book and e-journal bundled deals, these will be considered at least annually and/or at point of renewal as to their value for money and relevance through assessing cost combined with usage data. New deals providing largely the same but not identical content coverage may be substituted if these meet acquisition criteria and offer improved value for money, or other benefits such as simpler or wider access.
- Withdrawn stock may be disposed of by offering it to reputable organisations and charities, from whom the College may receive a proportion of the sell-on profit.

https://www.royalholloway.ac.uk/library/aboutus/strategypolicies/donnationspolicy.aspx
4. Special collections

The Special Collections held by the Library consist of archives, art and rare books.

Subject to available funding and space to house the material appropriately, and subject to departmental recommendations, the Library will seek to develop its holdings of special collections in accordance with the teaching and research priorities of the College.

4.1. Archives

The Archives preserve and make accessible the records of the institutional and social history of the College. The special collections support research, teaching and learning within the College and the wider community.

The Archives Services is working towards Archives Service Accreditation, the UK wide standard for archives services which defines good practice and agreed standards.

The Archives Collection Policy is available at https://www.royalholloway.ac.uk/library/documents/policies/archivescollectionpolicy.pdf

4.2 Art collections

The College’s Art Collections house world-class paintings, sculptures, prints, drawings and watercolours including works by William Powell Frith, John Everett Millais and Edward Burne-Jones. At the core of the collections are the legacies of two Victorian collectors: the entrepreneur Thomas Holloway and the artist Christiana Herringham. Their collections have been enhanced through additional gifts, acquisitions and commissions which span from the 17th century to the present day. These collections support research, teaching and learning, within the College and the wider community.

The Art Collections are working towards Museum Accreditation which is run by Art Council England. The first stage is to gain eligibility to apply for accreditation which is hoped to be accomplished by the end of 2015. Accreditation should then be achieved by January 2018.

4.3 Rare books

A rare book collection of approximately 7,000 items has been largely built up by gifts since the foundation of the Colleges. It represents the interests of generations of
scholars and benefactors including significant holdings in Classics, English literature, theatre, British history, religion, science and philosophy. Additions to this collection must meet the rare books criteria administered by the College Archivist.

5. Governance

The Library Users Advisory Group (LUAG), chaired by a senior member of the College, and including representation from the Faculties and the student body, monitors the activities of the Library. LUAG can review and approve changes in collection development policy and make recommendations to decision-making committees within Royal Holloway.

6. Collection management

6.1 Location and circulation of materials

The Library collections at Royal Holloway are split across 2 libraries. The Founder’s Library holds material pertaining to the Arts, Languages, Literatures and Music. Bedford Library holds the Science, Social Science and History material plus the print journals collection. In 2017 the Library will move to a single site in a new purpose built Library and Student Services Centre.

The Library also makes use of the University of London Depository to house low use materials. The Library may relegate stock to the Depository in order to better manage access to collections and ensure that material in demand is located on open access within the Libraries on campus.

Library materials are made available via a variety of loan statuses which may also determine where material is located within each Library. Loan statuses are determined by demand and stock will be moved to shorter loan periods to increase availability.

6.2 Budget

A significant part of the Library’s annual budget is allocated for the purchase of information resources. A proportion of these funds is topsliced in order to pay for expensive cross-disciplinary and bundled subscriptions so that the Library can manage these effectively. The remaining amount from these funds is allocated to support each department, based on a set of agreed criteria known as the Budget Allocation Formula, a revised version of which was introduced in 2010/11, with further revisions applied from 2014/15. Departments can contribute additional funds to their library budget from their own departmental grant.

6.3 Working with information consultants
The information below provides general guidance on how academic departments and the Library work together. However, the Departmental Collection Policies may contain specific information relating to budget and collection management that overrides the general points that follow.

- Resources are purchased through consultation between the Library’s Information Consultants and the academic staff, normally through designated Library Representatives from each department. Academic staff have a responsibility to ensure that courses are provided for by ensuring that the Library is informed of the required and recommended reading for new programmes and new courses, and of changes to existing reading lists well in advance of teaching beginning.
- Library staff will work with academic staff, whose responsibility it is to supply timely reading lists, to ensure material is held and is in sufficient quantity to support the numbers on a given course. This is subject to funds being available.
- The Reading List System (https://rhul.rl.talis.com/index.html) will be used to manage the teaching collection, ensuring students have access to resources.
- When lists are brought to the attention of the Library staff that do not appear to have been resourced, the Information Consultants can purchase texts from the appropriate department’s library grant without consultation.
- It will usually be the case that any member of staff can request items directly with the Information Consultant, but some departments may wish to manage their budget more closely and coordinate requests via the Library Representative.
- Requests for purchases should be made in such a way that makes it easy to identify what is being requested, but the information may come in any form, e.g. e-mails, annotated publisher’s catalogues etc. If an item is being requested to support background reading for taught courses then this should be made clear. An indication as to the number of copies to be acquired should also be given.
- Academic departments may request the setting up of standing orders for monograph series. The projected annual cost of these will be taken into account when the department’s current journal and standing order subscriptions are deducted from the departmental library allocation to determine the amount left for monographs and other purchases at the start of the financial year. Departments will be asked to review their current standing orders on an annual basis to ensure that they are still relevant to the teaching and research activities of the department.
- The Library collections, where copyright and licensing rules allow, are for the use of the community as a whole. The Library will not purchase items and manage access through means other than the regular loan periods, unless particular circumstances apply.
6.4 Connecting to Content Held Elsewhere

6.4.1 Document delivery and inter-library loan

Access to material that the Library does not hold or provide access to from within its collections and electronic resources can be provided by document delivery and inter-library loan (ILL) services. The inter-library loan service will be freely accessible to all College staff and students, with no unnecessary barriers. This does not imply a free for all, however. It should be noted that the Library intends to support taught courses from its own collections and stock available via the Library will not normally be obtained via inter-library loan unless particular circumstances apply. All Royal Holloway students and staff have access to Senate House Library, and stock held there will not normally be obtained via inter-library loan.

6.4.2 Digital copies service

In accordance with the Copyright Licensing Agency (CLA) Licence, the Digital Copies Service provides PDF scans of in-demand articles and book chapters to teaching staff to aid course provision via Moodle. The service aims to deliver better access to e-content, including the provision of stable, ezproxy URL links for electronic journals and books to academic staff to use on Moodle, which facilitates easier access for off-campus students.

The Digital Copies Service also provides copyright guidance and information on using other copyrighted material, such as media files and webpages, on Moodle.

6.4.3 Senate House Library collections

Senate House Library (SHL) is the central library for the University of London. It is a centre of excellence for academic learning and research, focussed on its unique modern research collections which cover fourteen areas encompassing the arts, humanities, social studies and psychology. The Library also has special collections of archives (including the University of London archive) and manuscripts. Royal Holloway students and staff can register online to use Senate House Library e-resources or visit the Library in person to use their print collections.

6.4.4 Search25

Search25 (www.search25.ac.uk) is a regional resource discovery tool for London and the South East. It provides one-stop access to the library catalogues of many world-renowned institutions and specialist collections within the M25 Consortium of Academic Libraries. Search25 is funded by the Consortium and makes it easier to search, locate and access resources at any M25 Consortium library, enabling users to benefit from the wealth of materials available across the member libraries.
7. Related policies

This is a list of other College related policies that should be read in conjunction with this Collection Development policy.

Archives and Special Collections Collection Management Policy (2013 – to be reviewed in 2015):
https://www.royalholloway.ac.uk/library/documents/policies/archivescollectionpolicy.pdf

Departmental Collection Policies (various dates, and to be reviewed in 2015/16 subject to approval of changes to the main Collection Development and Management Policy):
https://www.royalholloway.ac.uk/library/aboutus/strategypolicies/librarystrategypolicies.aspx

Electronic Thesis Submission Policy (2012):
https://www.royalholloway.ac.uk/library/documents/policies/electronicthesessubmissionpolicy.pdf


8. Review of this policy

This policy will be reviewed annually by the Associate Director (Academic and User Services) and the Director of Library Services to ensure it reflects developments and changes of policy within the College as well as emerging and evolving external factors and trends. Revisions to the policy will be approved by the Library Users Advisory Group.

Matthew Brooke, John Tuck
Revised,
October 26th 2015