

University of Greenwich – Library Services Collection Policy

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1 Introduction

1.1 Mission and strategic focus

The policy foregrounds an 'e' first approach in the provision of digital learning resources, to ensure students are easily able to access the materials on their reading lists and supports the following.

- Student experience and accessibility as outlined in the University Strategy.
- Support for hybrid learning.
- Open access.
- Supporting equality, diversity and inclusion and the inclusive curriculum through the diversification of our collections.

1.2 Scope

This policy relates to University of Greenwich Library collections. There are complementary policies in place for the University of Greenwich Archives and the collections held at the Drill Hall Library in Medway. It is not intended to include any franchise libraries associated with the University of Greenwich.

2 Development

2.1 Drivers for acquisition:

2.1.1 Academic need

Our approach – evidence-based, demand driven, utilising consortial agreements to ensure value for money to provide seamless access to resources to support learning, teaching and research.

Resources will be purchased or licenced with the following two drivers at the forefront: teaching and research.

Library Services will aim to support the teaching and learning needs of the faculties by ensuring that the collection reflects the focus and curriculum needs of each course. Reading lists, course handbooks, and discussions with departments and their Library Representatives will be formative elements in this endeavour. Additionally, we will collaborate with departments to meet any requirements stipulated by external course accreditation boards.

At the same time, Library Services recognise that the research demands on the library collections are different and we will aim to meet these demands where possible. We will consult with departmental research leads and Faculties regularly to ensure our online and print collections broadly meet the needs of our research community.

2.1.2 Recommendations

Recommendations from members of the University of Greenwich are actively encouraged and will be taken into consideration when acquisitions decisions are made. Recommendations should be made through the relevant Academic Services Librarian via the online request form.

2.1.3 Evidence of use

Purchasing extra etextbook and ebook licences, additional print copies where 'e' is unavailable and extending licences for resources, may be acquired to meet course demand, depending on available budget. Additionally, new resources may be considered for acquisition where a clear demand can be evidenced. Indicators for demand include, but are not limited to, high reservation and usage levels of owned stock, publisher usage and turnaway statistics for resources to which the University currently does not subscribe. Our [LibGuide](#) explains more

about etextbook and ebook licences.

2.1.4 Collections for non-academic uses

Where appropriately agreed and where funds allow, resources may be acquired for uses including leisure, health and wellbeing, employability, or other university supported activities.

2.2 Decision making processes:

2.2.1 Electronic first principle

An electronic first approach to acquisitions will be taken where possible, to enable Library Services to provide access to the greatest number of users, from the widest possible range of convenient locations.

2.2.2 Value for money

Resources will be acquired based on their value for money. Opportunities to benefit from discounts through consortium acquisitions will be explored as they arise. Resources will be reviewed regularly in collaboration with departments to ensure they still offer the best value for money.

2.2.3 New or modified courses

The relevant Academic Services Librarian should be notified well in advance of a course or module being modified or launched by the department. This will ensure that resources can be acquired in advance of a module or course start date. Departments will need to liaise with their Academic Services Librarian to ensure that library budgets can meet the financial pressures of supplying new resources for a course.

2.2.4 Intellectual freedom

Library Services maintain a commitment to intellectual freedom. As such items will not be excluded or withdrawn from the collection on the basis that they are controversial or potentially offensive to some. At the same time, items within the collection do not necessarily reflect the views or opinions of the University of Greenwich, the Libraries, or the staff that work there.

3 Management

3.1 Fund structure overview

Funds for materials are provided by the University each year. The library allocates funds for the faculties, setting aside an allocation for books, etextbooks, journal subscriptions and packages, databases, other eresources and streaming services. Library staff will adjust allocations to best meet academic needs based on the criteria above.

Some materials may be fully or partially funded by departments, but the materials and associated licences are managed by the library and are treated as part of the library collections.

3.2 Format

3.2.1 Availability and ease of access

Where possible resources should be selected on the basis of being digital first, availability, ease of access and accessibility. This will prohibit out of print items being added to the collection unless explicitly agreed by the library team. ILS are supportive of Open Access initiatives and encourage the sharing and use of openly licenced and accessible scholarly material.

Alternative sources

If Library Services are unable to provide a copy of a book, article or another appropriate resource, including out of print then, the following alternatives should be considered:

Scanning

A copyright cleared version of an article or book chapter can be provided upon academic request, allowing for it to be uploaded to the University's virtual learning environment. This is recommended when a large number of students may need access to the same item.

Document Delivery and British Library Enhanced Higher Education Scanning Service

Books and journal articles not held by Library Services can be requested by University of Greenwich members for personal use through the Document Delivery service. These items will be sourced from an alternative library, with the British Library considered our first point of contact.

Journal articles or book extracts for use in teaching can be requested through the [British Library Enhanced Higher Education Scanning Service](#), with content made available in the Copyright Licensing Agency's Digital Content Store.

Access to other libraries

Members of the University of Greenwich may be eligible, and are encouraged, to join one of the co-operative schemes that Library Services participate in, which allows membership of other suitable libraries. This includes the Society of College, National and University Libraries (SCONUL) and other local agreements.

3.3 Lifecycle

3.3.1 Sustainability

Ongoing subscriptions to journals, databases and other resources are subject to cancellation where a significant increase in price or low usage renders it unsustainable to maintain the subscription.

3.3.2 Withdrawals

Withdrawals of out-dated, superseded or unusable (e.g., damaged) physical and electronic holdings, will take place periodically to ensure the collection remains current. Items of historic or research interest will be considered for retention outside of these conditions. Items will be disposed of responsibly and sustainably through a book charity or recycling service.

3.4 Cross-campus collections

Acquisition decisions are made with an awareness of the availability of items at other University campus libraries. Therefore, University of Greenwich staff and students are expected to utilise the reservation service to access material across the three libraries available. Specific collections may be subject to relocation dependent on usage, demand and changes to departmental teaching.

3.5 Donations

Library Services are unable to accept donations which are given with the intention that they should be added to the collection due to space constraints.

4 Policy governance

The Head of Library Services has overarching responsibility for this policy. This policy will be subject to review every 3 years. The next date of review will be July 2027.