

Library Services Collections Development Policy

Department: Library Services

Directorate: Student Experience Directorate

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Contents

1. Introduction.....	3
2. Purpose and Mission	3
3. Ethics.....	3
4. Governance and Management.....	4
5. Collection Description	4
6. Acquisitions	5
a. Selection	5
b. Teaching & Learning	5
c. Research.....	6
d. Languages	6
7. Financial Management.....	7
8. Format	8
9. Access.....	8
10. Donations.....	9
11. Cataloguing and Classification	10
12. Stock Management	10
13. Archives and Special Collections	11
14. Policy Review.....	Error! Bookmark not defined.
Appendix 1: Research Libraries UK Collaborative Collection Retention Agreement	12

1. Introduction

The roots of today's Queen Mary University of London can be traced back to the great charitable institutions of the Victorian East End. The People's Palace, first opened on the Mile End site in 1887, brought accessible education, culture and recreation to the poor – uncovering so much ability that technical education soon blossomed into academic excellence in science, arts and the humanities.

Since that time, the original Queen Mary College has expanded through mergers with Westfield College (1989) and Barts and the London School of Medicine and Dentistry (1995). Both of these institutions have their own unique history. Westfield College, founded in 1882, was the first college to open with the specific aim of preparing women for degrees from the University of London. The London Hospital Medical College was founded in 1785, part of The London Hospital that served the poor. St Bartholomew's Hospital can trace its history back nearly 900 years to 1123, the reign of Henry I.

The Library and Archive holdings continue to reflect this history, supporting students and staff across three faculties: Humanities and Social Sciences; Science and Engineering; and Barts and the London School of Medicine and Dentistry.

This document describes the general principles on which Library Services acquires and manages information resources (or references alternative policies such as those used for Archives and Special Collections) and makes them available to support teaching, learning and research at Queen Mary and within the wider community.

The term 'information resources' refers to material in all current, historic and future formats.

2. Purpose and Mission

The main purpose of the collections is to support teaching and research at Queen Mary. This policy document sets out the development and management principles of the collections as they stand (or refers to alternative policies where relevant); both as a record of current practices and to inform a more targeted approach to curation in the future.

Library Services serves a core community of the University's academic staff and students, alongside the wider scholarly community through access schemes such as SCONUL and M25, as well as private researchers. The mission of Library Services, with regard to collection management, is to ensure the currency, accessibility, depth and breadth of information appropriate to the needs of these user communities, and to identify and further develop collection areas of particular strength at research level.

3. Ethics

Library Services staff recognise and follow standards of professional practice in relation to collection development, management and care as set out by CILIP: the Library and Information Association, the Archives and Records Association and the Information and Records Management Society. Staff members recognise their responsibility to uphold the terms of copyright law and intellectual property in relation to the use of information resources.

4. Governance and Management

The successful implementation of this policy is dependent upon collaboration between Library Services, academic staff and students. Their roles and responsibilities are set out below.

- Library Services staff are responsible for the implementation, review and regular update of this policy and the overall management of the collection
- Academic staff members are required to engage with Library Services in resource planning for current and new programmes, to provide Library Services with reading lists and to assist in the selection of new resources to be added to the existing collection
- Students are encouraged to assist in the selection of appropriate resources to be added to the collections. Students are also asked to provide feedback on their experience of using the collections and whether their needs are met

5. Collection Description

Collection areas of particular strength include:

- **Historic medical books** and works by former staff and students of St Bartholomew's Hospital
- Important periodical literature in the field of **Aeronautical Engineering**, including technical publications such as those of the Advisory Committee on Aeronautics and its successor bodies dating back to its founding date of 1909, almost complete runs of NACA and NASA reports and significant Canadian and German material
- Drama collection highly specialised in the subject of **Performance Art and Live Art**, including items that are not available through mainstream publishers and supplied directly from theatre companies
- **Electronic music**, a collection reflecting the fact that the Centre for Digital Music has grown to become arguably the UK's leading Digital Music research group
- The **Theodor Fontane Collection**, established in 2008 with a grant from the German Embassy to support the Centre for Anglo-German Cultural Relations
- A significant collection on **Swiss Literature**, exclusively sponsored by Pro Helvetia (Zürich)
- **Catalan collection** (including rare materials, dating from the nineteenth century, covering all Catalan-speaking areas) and **Hispanic Studies** (covering Spain and Latin America, with strengths in Cuba, Mexico and Colombia)
- Cinema collection in the area of **Lusophone Studies**, including: the largest collection in the UK on Brazilian cinema; unique Brazilian and Argentine documentaries; the largest collection in the UK on Portuguese cinema (over 100 titles derived from a donation by the Camões Institute); and a number of Mozambican films forming part of the Lusophone African cinema collection
- Books connected to the **Selden Society** which encourages the study of the history of English Law
- The **Leo Baeck Institute (London) collection**, hosted on long-term loan in the Mile End Library, comprising books, journals and other printed materials relating to German Jewish history

- **Theses** awarded by Queen Mary University of London and the University of London in the fulfilment of higher degrees studied at Queen Mary University of London, Queen Mary and Westfield College, Queen Mary College, Westfield College, Barts and the London School of Medicine and Dentistry, London Hospital Medical College and St Bartholomew's Hospital Medical College.

Library Services intends to produce policies summarising how we seek to fulfil our responsibilities regarding the development, protection and stewardship of these collections.

6. Acquisitions

a. Selection

Selection is carried out primarily as a partnership between Library Services and academic departments, taking into account feedback from Queen Mary staff and students.

Other factors, such as usage statistics, collection strengths and access to other University of London libraries are also considered, as Library Services staff work to develop and continually refine a data-driven approach to selection.

Requests for new purchases from both staff and students are encouraged and considered. Requests can be placed online using Library Services' More Books form:

<https://www.qmul.ac.uk/library/forms/more-books-at-your-request/>

At times, it might be more appropriate for the resource to be supplied via inter-library loan. Details about inter-library loans can be found at <https://www.qmul.ac.uk/library/self-service/get-it-for-me/>

Where possible, Library Services will acquire materials in electronic format to increase accessibility.

Library Services, together with the University's Copy Shop, also runs a scanning service. This can reduce the need to purchase expensive ebooks or multiple copies of print books. The preferred way to request a scan is via a Talis Aspire reading list. However, if you don't have a list, you can use this form- <https://www.qmul.ac.uk/library/forms/request-a-scan/>.

b. Teaching & Learning

Teaching staff should submit reading lists no less than three months before the material is required, in order to allow time for ordering, delivery and processing. Library Services should also be notified of any new developments relating to taught courses, so that provision of information resources can be maintained.

Talis Aspire is the University's reading list platform. It also allows copyright cleared digitised versions of book chapters and journal articles to be uploaded, which can be embedded into QMPlus, the University's virtual learning environment.

The following purchasing ratios are used-

Category	e-book	Print book (if e-book not available)
Reading list Essential	Unlimited concurrent user licence if available OR if unavailable, purchase single user licences, 1 per 20 students , up to a maximum of 10 in total.	1 copy per 20 students up to a maximum of 10 in total.
Reading list Recommended	1 licence	1 copy
Reading list Optional	1 licence if specifically requested (via Reading List 'note for library' or email)	1 copy if specifically requested (via Reading List 'note for library' or email)
Non-reading list	1 licence if specifically requested	1 copy if specifically requested

It should be noted that licences may not allow multiple students to access ebooks at the same time (for example, if a book is to be used in an exam or simultaneous teaching).

Library Services does not acquire reference copies of print items.

In order to ensure that Library Services can sustainably provide access to the required resources, and students can achieve required reading within expected timeframes, Library Services will work with individual Schools to agree on the appropriate size of reading lists.

c. Research

Library Services aims to provide information resources to support research in all subjects, as well as resources covering research methodology and conduct.

Collection areas that are particularly strong on specialist material are identified through ongoing collection evaluation and will be actively developed over time.

d. Diversity

In line with Queen Mary's history and mission statement to be "the most inclusive university of its kind anywhere", we actively work with staff and students to acquire and promote materials which reflect a plurality of viewpoints and represent diverse disciplinary, social and cultural backgrounds. We welcome feedback, via the [Library Services Feedback Form](#), as to how we can improve in this area

e. Languages

Library Services acquires material in languages other than English where required to support teaching and research. Currently the collection includes material in French, German, Portuguese, Russian, Spanish and Catalan.

7. Financial Management

Library Services ensure the cost-effective and equitable acquisition of information resources through budgetary monitoring and negotiation with suppliers to secure value for money, whilst actively seeking local and national consortia deals that benefit the University.

Funding for information resources is in two streams:

- (1) A central subscriptions budget that is used for subscriptions to journals and databases. Every year in spring, data showing the cost per use for each subscription is collated. Subscriptions with a cost per use over £7 for two or more consecutive years are suggested for cancellation pending a discussion with the relevant Library Rep. The Collections Liaison and Oversight Group (which consists of relevant Library Services staff) maintain a prioritized resource request list of potential new subscriptions to be set up. For a subscription to be added to the resource request list, a short business case needs to be sent to the Subscriptions Librarian. The resource request list also contains titles for which a lot of inter-library loan request have been made. The Collections Liaison and Oversight Group can agree to fund subscriptions from the resource request list from money saved from cancelling low use journal and databases. Requests for additional funding to take out subscriptions on the resource request list are requested via the University's annual financial planning round which takes place towards the end of the calendar year. Alternatively, schools and professional services departments can pay for subscriptions themselves so that usage can be assessed, and a stronger case made to include them in the annual planning round bid.
- (2) A book budget that is used for information resources which are purchased as one-off purchases- this can include books and journal backfiles. Target allocations are set for each school at the beginning of the financial year based upon orders placed in previous years and publishing data received from suppliers. Throughout the year, spend is monitored and target allocations adjusted accordingly. The Collection Liaison and Oversight Group maintains a list of items to be purchased if there is an underspend at the end of the financial year.

If books are requested which go over a cost threshold, the Academic or Library Rep. will be consulted to make them aware of the cost, ensure that this is proportionate to the title's requirement, and to investigate whether cheaper alternatives are available. They will also ask for high-cost titles to be actively promoted to users as a condition of purchase. The threshold will be (a) £500 for an individual request for student numbers which are less than 50 (to include the total value of multiple copies/licences) and (b) £800 for student numbers which are greater than 50 (to include the total value of multiple copies/licences).

The University also provides a fund for etextbooks, Wellbeing Collection, Study Skills Collection, LGBTQ+ Collection, Time Out Collection and to fund requests made via the More Books funds from 1st May until 31st July.

The Book Budget is closed every year on the last day of April. From the 1st May to the end of the academic year on the 31st July, Library Services only orders books which have been requested via the More Books form and are needed for research.

Schools can make use of a “Direct Book Purchasing Scheme” to purchase individual print and e-books for students or vouchers towards the cost of these books. Library Services, together with Procurement, manage the relationship with the supplier of this service which is currently John Smiths Bookshop.

The University also makes a payment each year towards the provision of the Senate House Library (SHL) and the Institute of Advanced Law Studies (IALS) for appropriate use by Queen Mary staff and students.

8. Format

Library Services collects material in several formats including, but not limited to, the following:

- Printed material, including books, journals, theses, conference proceedings, government papers, research reports, scripts, maps and monographs
- Digital resources, including databases, e-books, e-journals, e-theses, e-maps and various other electronic publications
- Streaming media, including sound and video recordings and audio collections.
- DVD

Library Services acquires e-books and e-journals whenever possible, taking into account financial feasibility, course requirements, learning needs, remote access, future preservation and availability for library distribution.

Library Services does not retain existing print copies of journals if electronic access is available or if there are arrangements to provide access to the content via shared services such as the UK Research Reserve. Queen Mary is a member of the UK Research Reserve, a collaborative collection management initiative between several UK Higher Education Institutions and the British Library (see appendix 1).

As a University that takes its commitment to inclusivity very seriously, we seek to provide fully accessible content to library users, and work with our university partners, and our suppliers, to facilitate this.

9. Access

The majority of the physical collections are located on openly accessible shelves. The retention of physical items on the open access shelves depends primarily on usage and currency.

High demand physical materials are located where they can best be utilised by the greatest concentration of users. At Mile End Library such materials are kept in the Teaching Collection, which is located on the ground floor of the building, for easy access.

Special Collections, such as rare books and printed theses, are retained in closed access stores. Several closed access stores are located at the Mile End, Whitechapel and West Smithfield Library sites.

The location of the items can be identified by searching the Library catalogue online at <https://www.library.qmul.ac.uk/>

Material identified as 'in-store' via the Library catalogue is available through managed request and delivery services. Library users are advised to place their store requests online using the dedicated form: <https://www.library.qmul.ac.uk/forms/library-store-gallery-request/>

External students, academic visitors and the general public may visit the libraries under the current Access and Membership policy: <https://www.library.qmul.ac.uk/library-visitors/>

As licencees of electronic content, access to e-resources supplied by external publishers and vendors is limited to Queen Mary staff and registered students by contractual agreements. External students, academic visitors and the general public visiting the libraries are unable to access these e-resources.

All users, including the general public, may access the University's institutional repository Queen Mary Research Online (QMRO) at <https://qmro.qmul.ac.uk>. QMRO is an online repository for open access content and details of research outputs created at Queen Mary, including journal articles, conference papers, datasets and audio files.

QMRO also holds the eThesis collection; made up of the electronic copies of theses awarded from 2012, and digitised theses provided to the University as part of the British Library EThOS (Electronic Theses Online Service) programme.

For information about accessing material in the Archives and Special Collections, please refer to Section 12 of this document.

10. Donations

Library Services accepts donations of materials that are relevant to the teaching and research interests of Queen Mary. Before being added to stock, donations will be evaluated for:

- Condition
- Utility for teaching and research
- Cost of processing and storage

Ownership is transferred to Library Services on receipt of a donation. Any accepted donations will be interfiled with other materials and will not be retained as a discrete collection. Library Services reserves the right to refuse donations and to dispose of unwanted items at any time.

The above applies to donations intended to be added to the open shelves of the collection. Separate criteria apply to Archives and Special Collections.

11. Cataloguing and Classification

Library Services catalogues printed, electronic and multimedia resources in accordance with Anglo American Cataloguing Rules (AACR2) and Resource Description & Access (RDA) standards, using the MARC21 format. Library of Congress Subject Headings (LCSH) and Medical Subject Headings (MeSH) are used for the description of the collection's content. Special Collections materials are catalogued according to DCRM (B) (Descriptive Cataloguing of Rare Materials – Books) at the core level.

The online catalogue is available via <https://www.library.qmul.ac.uk/>, and includes both electronic and physical collections. Books are classified using Library of Congress Classification (LCC) and National Library of Medicine (NLM) Classification.

12. Stock Management

Maintenance and withdrawal of stock is an ongoing process, which aims to combine the best use of space on the Library premises with support for teaching and research. To deliver the most current materials, Library Services usually holds the two most recent book editions. In Mile End Library, new editions of highly used titles and core titles from reading lists are kept in the Teaching Collection. Older editions and lower use materials are placed in the Main Collection areas.

Printed materials which fall into the following criteria are earmarked for removal from the collection:

- a. Humanities and Social Science books which have not been borrowed within the last ten years AND where there are seven copies or more in other UK libraries
- b. Science, Engineering, Mathematics, Medicine and Dentistry books which have not been borrowed in the last five years AND where there are seven copies or more in other UK academic libraries
- c. Print periodicals where a copy is already held at the British Library and one other UK Library (these volumes will be withdrawn through the UK Research Reserve (UKRR) Scheme)

Exceptions to the above criteria include the following:

- a. Books and journals in areas of known collection strength (see section 5 of this policy)
- b. Books which have been acquired in the last 10 (for HSS) or 5 (for Science) years, and therefore would not have had sufficient opportunity to meet the criteria for borrowing
- c. Books which do not tend to circulate due to their format or loan status (e.g. oversized volumes and reference-only volumes)
- d. Books in multi-part sets, where some volumes have circulated but others have not (i.e. multi-part sets would not be split up – either all volumes would be withdrawn or none). Please note though that this doesn't include series of books (for subjects other than literature) which we would split if appropriate.

- e. The latest edition of books written by Queen Mary staff, unless we have the book available as an ebook.
- f. Print periodicals where physical holdings are still being acquired, usually because they are not available online

Withdrawn books will be either offered to students or given to charity. Periodicals that do not meet the criteria for acquisition by the UK Research Reserve will be sent for recycling.

Subscriptions to e-journals, databases and e-book packages are reviewed yearly to evaluate whether if the resources are used well enough to justify the continuation of the subscription. Decisions are made based on the price/usage ratio and advice from Academic Departments.

13. Archives and Special Collections

There are separate policies for Archives Collections Development, Appraisal, and Access which reflect the distinct requirements for unique materials which are retained in perpetuity under the stewardship of Queen Mary.

Access to Archives and Special Collections is provided in accordance with the policy available at <https://www.library.qmul.ac.uk/archives/arranging-your-visit/> and in compliance with legislative requirements including the combined Data Protection Act 2018 and General Data Protection Regulation, Freedom of Information Act 2000, and Copyright, Design and Patents Act 1988. The collections are available for consultation by students, staff and members of the public in a dedicated Archives Reading Room, located on the 2nd Floor of the Mile End Library.

Archives and Special Collections staff acquire material created by Queen Mary alongside resources, which support teaching and research. Guidance on the selection, acquisition, and deposit of archives to Queen Mary Archives is available at <https://www.library.qmul.ac.uk/archives/information-for-donors/>. The Appraisal Policy outlines the methodology used to identify records with archival value. The Archives also welcomes external donations of archival material, which strengthen or fill gaps in the existing collections and which fall in line with the Collections Development Policy. Please note, these policies do not apply to the archival records of Barts and the London School of Medicine and Dentistry, whose records are managed by Barts Health NHS Trust Archives and Museums. Material created by Queen Mary relating to the conduct of business, whether in hard copy or electronic form, is routinely transferred to the Archives. Additions to Special Collections are selected by Library Services and Archives staff to reflect collection strengths or to meet teaching and research needs.

Archive collections are catalogued using the International Standard for Archival Description (ISAD(G)) and indexed using the UK modification of the UNESCO Thesaurus (UKAT). Collection level descriptions are made available for each archive received and more detailed catalogues are produced for large and complex holdings and made available

through the Archives online catalogue at <http://archives-catalogue.library.qmul.ac.uk/CalmView/default.aspx>.

Appendix 1:

Research Libraries UK Collaborative Collection Retention Agreement

As a member of Research Libraries UK, Queen Mary abides by the following agreement concerning print journal stock management:

Purpose of the Agreement

For journals, to:

- Ensure retention and preservation of print copies for the UK (and beyond) through a collective / above-individual library approach to maintaining a UK 'research reserve'. This is to ensure that researchers, in the broadest sense, continue to have access to the materials they need
- Support both individual organisational and collective/collaborative collection management
- Ensure access is possible to physical copies
- Maintain a minimum number of copies overall within the UK, including a minimum number of lending copies.

Collection Retention Agreement

As an integral aspect of their membership of Research Libraries UK, RLUK Members will continue to take an ongoing leadership role, working in collaboration with others, in supporting scholarship by enabling access to and ensuring preservation of physical collections held in their libraries, as a key element of a UK 'research reserve'.

For journals, RLUK members agree an individual and collective responsibility to maintaining a minimum number of UK holdings of journals. This minimum includes one copy available for lending, as held in the British Library Lending Collection, and a second in another library as part of the RLUK collective collection.

When considering disposal of journals, each RLUK member agrees to undertake a detailed check of UK holdings against these criteria. Where the above minimums have been already been reached for a journal, the RLUK member commits to ensuring their copy remains within the collective collection. This might be by retaining the journal for as long as that condition applies, or through other means, such as transferring it to another member library that is willing to accept it together with the ongoing commitment to its retention. To support decision-making, members also undertake to keep their data up-to-date to reflect disposals from and additions to their own collection.