



# Operational Collection Collection Development Plan

## Background:

The purpose of this collection is to efficiently supply users with the content they need most often for learning and for research. The assumption is that most users wish to access most content electronically if possible. The collection is supported by open access and freely available electronic content as well as ILL for rarer items.

## 1. What does it contain:

- Electronic items where the Library has:
  - Bought a perpetual licence
  - Made the content available via Demand-driven or Evidence-based purchasing models
  - An ongoing subscription
- Print items that are:
  - On an active Reading List (Definition = on a reading list submitted to the Library in the last 3 years)
  - In use (Definition = borrowed in the last 5 years)
  - Newly purchased for the collection (Definition = creation date of item in last 5 years)

NB - The following operational collections are governed by their own Collection Development Plans due to subject or format considerations:

- Architecture & Landscape Collection
- Maps Collection
- Music Collection

## 2. Location of Physical Items:

- Reading List Items will be located in the IC
- Reading List Items (for Faculty of Health modules) will be located in RHH
- All other items will be located in WBL Reading Room

### 3. Metadata & Discovery

- Items will be discoverable on StarPlus
- Physical items will be DDC classified in accordance with sector standards
- Physical items (in RHH) will be NLM classified in accordance with sector standards

NB - Items will be made discoverable in StarPlus using metadata that meets accepted standards, sourced from external subscribed services (BDS, OCLC), vendors, Alma Community Zone (CZ), the Central Discovery Index (CDI), or free sources where available, or created in-house by the Metadata Team where no record is available. For some electronic resources and specialist databases no title-level metadata is available for indexing in StarPlus; in these cases discovery can only take place on the content platform/database.

### 4. Selection of New Items:

- E-First:
  - Non-reading list items: The cheapest licence
  - Reading list items: See criteria here, [Acquire items not in the Library](#)
- All general requests will join this collection (i.e those not specific selected for a cultural collection)
- Print items:
  - Non-reading list: one copy
  - Key Reading: one copy per ten students, up to a maximum of ten
- High Demand:
  - EBooks: automatic purchase of extra, wider licences (triggered by access denial reports)
  - Print Books: automatic purchase of extra copies (triggered by StarPlus requests)
- Guidance on requesting new subscriptions and large purchases; See [Major Purchase Requests](#)

### 5. Relegation/Withdrawal

- Ebooks will be withdrawn from Starplus:
  - When they are superseded by newer editions
- EJournals will not be routinely withdrawn, unless a decision is taken by library staff that they are impeding discovery

NB - Publishers sometimes withdraw electronic content from platforms for commercial reasons. The Library will take all reasonable steps to contest this practice, but there may be instances where access is lost not as a result of an active collection management decision by the Library.

The library will retain perpetual access to withdrawn titles and they may still appear on publisher managed platforms.

The print collection will be annually reviewed by the Library and books removed if they match the below criteria.

- Print Books will be withdrawn from the collection:
  - When they are superseded by newer editions (by discretion)
  - When they fulfil all of the following criteria:
    - No longer on an active reading list
    - No usage in the last 5 years
    - Not added to stock within the last 5 years

Duplicate copies will be sent for ethical disposal.

Last copies of items will be relegated to the Western Bank Library collections.

- For subscription cancellation criteria, see [Subscription Renewals Policy](#)

## 6. Review of Criteria

- The criteria will be reviewed annually by the Library Collections Advisory Group and changes communicated to Faculty L&T Committees