



# Architecture and Landscape Collection Development Plan

## Background:

The purpose of this Collection Development Plan (CDP) is to guide the development of the Architecture and Landscape **print collection** that is housed in Western Bank Library (WBL). The plan will ensure that this collection reflects both teaching and research interests of the school. In particular, ensuring that this collection:

- Supports Architecture and Landscape students to keep up to date with current issues, trends and debates within their disciplines.
- Reflects both the historical and design-led nature of the discipline. Ensuring that equal consideration is given to the purchasing and retention of older items in the collection and the shelving and display of materials, including larger/oversized materials in the collection.
- It will continue to receive donations that are judged relevant to the teaching and research interests of the department.

This Collection Development Plan focuses solely on the print collection. The rationale for this is that Architecture and Landscape wish for students to engage more fully with print resources to support their creative endeavour.

## 1. What does it contain:

**Print** materials requested by staff and students that are relevant to the disciplines of Architecture and Landscape Architecture. This includes wider/supplementary reading list materials added to Architecture and Landscape Leganto reading lists (where multiple copies are **not** required for teaching).

This collection is the successor to the Architecture Library once housed in the Arts Tower and then in Western Bank Library, including books and material donated by the Sheffield Society of Architecture.

It also includes requests from staff and students in the School of Architecture and Landscape for print books, encyclopaedias and periodicals including scholarly journals and magazines, made via the Library Resource Recommendation Form.

**Architecture and Landscape materials requested via the following channels will be purchased and catalogued in line with the [Operational Collection Development Plan](#), and fall outside of the scope of the Architecture and Landscape Collection Development Plan:**

- Key reading materials added to Leganto reading lists for Architecture and Landscape programmes and modules: if purchased in print format, these will be housed in the Information Commons, in line with the current operational plan
- Any materials requested in electronic format, either via Leganto or via the Library Resource Recommendation form: these resources will be added to StarPlus and will be discoverable in the usual manner
- New databases relating to Architecture and Landscape will be added to the [Database A-Z list](#): they will also be added to the relevant [Library Subject Guides](#) where deemed appropriate by the Liaison Librarian for Architecture and Landscape

Requests for expensive print journals and encyclopaedias, which fit the criteria for inclusion in the Architecture and Landscape WBL Level 4 collection, will be reviewed by the Library Acquisitions Panel, using the Wishlist criteria in the usual manner, to ensure that the cost can be managed within the Library budget.

Requests to purchase expensive print books will be reviewed by the Liaison Librarian for Architecture and Landscape, in line with book purchasing policies.

A range of measures will be applied to high demand print items, including varying loan periods and adding reference only copies to ensure maximum circulation of high-demand material. The collection is supported by open access and freely available electronic content as well as interlibrary loans for rarer items.

## 2. Location:

- Physical items are located in WBL Level 4

## 3. Metadata & Discovery

- Items will be discoverable on StarPlus
- Physical items will be DDC classified in accordance with sector standards
- Physical items will be shelved in the following sequences:
  - Books
  - Oversize Books
  - Periodicals

## 4. Selection of new items:

New items will be selected in the following ways:

- Promotion of the Library Resource Recommendation Form to staff and students (via the Liaison Librarian for Architecture and Landscape), with emphasis put on the value of recommending print resources that will help to grow the WBL collection in line with the aims of this CPD
- Donations (where they are judged to be appropriate to the collection in line with the [Donations Policy](#)): for large donations the library must consider whether their cataloguing and processing can be resourced

NB: Wider reading list items - unless otherwise indicated - will be bought in e-format for the operational collection, and an additional print copy for the Architecture and landscape collection.

## 5. Relegation/Withdrawal

Safeguards will be in place so that material which is uniquely held by University of Sheffield, or very scarcely held nationally, will be retained.

It should be noted that items in the collection may see lower loan rates, due to the nature of students browsing and using the materials within the Library.

Where items are in low use, and not uniquely held by University of Sheffield (or scarcely held nationally) consideration will be given to removing items of stock, particularly where multiple copies are held, in order to release space for the purchase of new items for the collection.

Periodical cancellation criteria:

- The assumption is that items will be retained in this collection in perpetuity.
  - Duplicate copies will be removed if they show no use in the last five years (the last copy will be retained in the collection)
  - Last Copies may be removed if they show no usage for the last ten years and their removal is approved by representatives of the School of Architecture and Landscape, including the Departmental Library Coordinator.
  - Periodicals will be considered as part of the annual review of subscriptions, but the assumption is they should be retained unless approved by the School of Architecture and Landscape.

## 6. Review of Criteria

- The criteria for purchasing and withdrawing stock will be reviewed annually by the Library Collections Advisory Group and changes communicated to Faculty L&T Committees and via the Departmental Library Coordinators.