



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Library & Learning Resources

Collection Development Policy

Mae'r ddogfen hon ar gael yn Gymraeg ac yn Saesneg |
This document is available in Welsh and English

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1. Introduction

The Library and Learning Resources (LLR) Collection Development Policy provides a framework for the development and management of our electronic and print collections. The policy applies to all resources held digitally and in print, excluding Special Collections and Archives, and aims to ensure that material held reflects the needs of the University community.

2. Scope

Our collections consist of books, journals, electronic resources including databases, postgraduate theses and dissertations, referencing management platforms, online mapping tools, and educational video content.

LLR is not responsible for software, examination papers or departmental resources held by Institutes or other Professional Services. Our libraries no longer hold video or audio cassettes, or CDs.

3. Responsibilities

LLR develop our collections in partnership with Institutes, academic staff, and students.

Academic staff are responsible for ensuring that LLR are aware of the resources needed to support programmes of study and research, including the number of students likely to require access and the location and mode of delivery.

LLR are responsible for the purchasing, maintenance, and deselection of resources to develop collections targeted towards current learning and teaching activity across the University.

Students may recommend resources for inclusion in our collections through the [Need More service](#) or the suggestion form available from the Library Catalogue.

4. Objectives

LLR will develop collections in accordance with the University's Strategic Plan, Digital Strategy and Library and Learning Resources Strategy. The following objectives apply to all our collection development activity:

a) Intellectual freedom

Digital Strategy: Digital Learning, Digital Inclusion

LLR Strategy Principle 2: Content and Collections

External link: [International Federation of Library Associations and Institutions \(IFLA\)](#)

In line with the [IFLA Statement on Libraries and Intellectual Freedom](#)¹, we are committed to providing an unbiased and wide-ranging selection of materials to support the University's learning and teaching objectives. Inclusion of any resource within our collections does not constitute an endorsement of the views contained within the work, or of the author of the work, by the University or by Library and Learning Resources staff.

b) Relevance

Digital Strategy: Digital Learning, Digital Productivity, Digital Innovation

LLR Strategy Principle 2: Content and Collections

We seek to maintain a targeted, highly relevant collection to enable the University's teaching, learning and research activities. To maximise available student learning space and staff capacity,

¹ <https://repository.ifla.org/handle/123456789/1424>

material held within our collections should be appropriate to the current curriculum or research activity, in subject and reading level, and be up to date or of historical relevance.

We adopt a 'just in time' rather than 'just in case' model for resource provision and will use digital rental and inter-lending services through our extensive network of partner libraries rather than outright purchasing for low use material to provide value for money and release space for learning and study.

c) Openness

Digital Strategy: Digital Learning, Digital Inclusion

LLR Strategy Principle 2: Content and Collections

External links: [UKRI Open Access Policy](#)², [Jisc: Our Role in Open Access](#)³

We are committed to open research and will pursue agreements that prioritise open access over paywalled content. Where financially viable, this will include opting for agreements that transition content to open access over those which only offer content to subscribers. Transitioning towards open access models also ensures longevity of access to content post-subscription.

Where open access is not possible, we will aim to purchase resources which maximise access for the University. This includes opting for electronic resources over print, full text content over indexes and abstracts, and investing in unrestricted University-wide licences where possible. Where licence restrictions are unavoidable, we will purchase multiple-user and flexible credit-based models over single user licences.

The University's library collections should be open for all. We will not impose access restrictions beyond what is reasonably necessary to meet financial constraints and comply with supplier and publisher licensing policies. We will actively opt for licence models which provide access to the whole University over individual Institutes, programmes or named users to facilitate cross-disciplinary study and research.

See also: [Open Access Policy](#) and [Research Data Management Policy](#)

d) Collaboration

Digital Strategy: Digital Innovation; Digital Productivity

LLR Strategy Principle 4: Collaboration and Partnership

External links: [WHELF](#)⁴, [Jisc](#)⁵, [SUPC](#)⁶

We will seek to collaborate with partners from WHELF⁷ and the wider higher education and library sector on collection development wherever possible. We will prioritise shared agreements for scholarly content through sector bodies such as Jisc, SUPC and WHELF over local agreements, and may participate in shared collection management initiatives, including offering resources no longer of academic value at UWTSD to other libraries.

e) Sustainability

LLR Strategy Principle 1: Sustainable Spaces

Internal: UWTSD Group Sustainability & Environmental Strategy; UWTSD Waste Policy; UWTSD Net

² [UKRI Open Access Policy](#)

³ [Our role in open access - Jisc](#)

⁴ [Home - WHELF](#)

⁵ [Libraries, learning resources and research - Jisc](#)

⁶ [Southern Universities Purchasing Consortium \(supc.ac.uk\)](#)

⁷ [Home - WHELF](#)

Zero Carbon Interim Plan

External: [Net Zero Wales](#)⁸

We recognise the impact of our activities on the environment and seek to develop collections with sustainability in mind. We will actively work with suppliers who offer sustainable solutions and follow environmentally sustainable practice when withdrawing surplus material, in line with University sustainability and waste management policies.

f) Inclusivity

Digital strategy: Digital Inclusion

LLR Strategy Principle 2: Content and Collections

External: [Anti-racist Wales Action Plan](#)⁹

We acknowledge that our collections have a historical focus on Western thought with a large number of resources authored and published in the UK and the US. We aim to better represent the diverse nature of our student and staff community through the purchase and subscription of globally published content to provide perspectives from countries, regions and groups who are not presently well represented in our collections.

We endorse and follow the [Cataloguing Code of Ethics](#)¹⁰ to ensure our resources are catalogued in an inclusive and ethical way.

g) Digital accessibility

Digital strategy: Digital Inclusion

External: [UK Government Accessibility requirements for public bodies](#)¹¹

We are committed to providing electronic resources which are accessible for all our users. We aim to provide resources which meet or exceed level AA of the [W3C Web Content Accessibility Guidelines \(WCAG\) 2.2](#)¹² and include an assessment of accessibility as standard practice when purchasing new electronic resources.

h) Value for money

We seek to provide the best value for money for the University and for our students by working with suppliers who provide competitive pricing through recognised purchasing frameworks.

We regularly monitor our suppliers' performance on pricing, supply times and service.

i) The Welsh Language

External: [Welsh Language \(Wales\) Measure 2011](#)¹³

Internal: [UWTSD: Welsh Language Standards](#)¹⁴

This policy adheres to the principles as set out in the Welsh Language (Wales) Measure 2011 and in accordance with the duties outlined in the Welsh Language Standards, ensuring that the Welsh language will not be treated less favourably than the English language, and to provide opportunities for service users to use Welsh when accessing their library services.

⁸ [Net Zero Wales | GOV.WALES](#)

⁹ [Anti-racist Wales Action Plan | GOV.WALES](#)

¹⁰ <https://sites.google.com/view/cataloging-ethics/home>

¹¹ [Understanding accessibility requirements for public sector bodies - GOV.UK \(www.gov.uk\)](#)

¹² [What's New in WCAG 2.2 | Web Accessibility Initiative \(WAI\) | W3C](#)

¹³ [Welsh Language \(Wales\) Measure 2011 | Law Wales \(gov.wales\)](#)

¹⁴ [Welsh Language Standards | University of Wales Trinity Saint David \(uwtsd.ac.uk\)](#)

5. Approach

Collection development will be undertaken in three distinct ways:

- i. Through requests for resources from Institutes placed using [Online Resource Lists](#) or the LLR Online Order Form
- ii. Through requests from students placed via the [Need More service](#) and analysis of high demand materials
- iii. Through proactive and systematic review of our collections across all academic disciplines over a rolling 5-year cycle

Responding to requests from academic staff and students ensures relevant resources are purchased at the point of need, while a systematic review allows for a holistic, data-driven approach to collection management with an equitable emphasis across all areas of learning, teaching, and research. An indicative timetable can be found in [Appendix 1](#).

6. Ownership

6.1. Printed materials

All printed material ordered through LLR funds will be held in the University Library. To avoid the management overhead associated with shared custody of resources, we no longer accept material on loan and all donations will become property of the University. LLR maintains a small number of legacy collections held on deposit from external donors that are outside of the scope of this policy.

Due to the space and the staff expertise required to catalogue donations for discovery, we assess all offers of material to ensure that content is still current or of historical relevance to University research, is not already duplicated in our collections, and is in good condition. Our Donations Policy can be found in [Appendix 2](#).

6.2. Electronic resources

Electronic resources are hosted on supplier and publisher platforms and subject to standardised terms and conditions that may be outside of LLR control. Subscription electronic resources are licenced on a rental basis and are not owned by the University. As a result, access to electronic resources is usually restricted to registered students and University employees, and it may not be possible to provide access to Partnerships and Associate Staff.

7. Acquisition policy

7.1. General principles

- We will purchase Essential and Further Reading texts added by academic staff to the Online Resource Lists platform, where not already stocked and where available for purchase within the price limits defined in [Appendix 3](#). Appropriate stock quantities for each category of reading are outlined in the University's [Online Resource List Policy](#).
- Student suggestions for resources through the Need More service are considered for purchase if likely to be of wider relevance to University students and staff. Specialised requests are fulfilled using relevant digital document supply, ebook rental or interlending services.
- We will collaborate with other libraries to provide low-use resources through interlending services, the [CLA Digital Content Store](#)¹⁵ or on a supplier rental basis rather than making an outright purchase.

¹⁵ [Digital Content Store \(DCS\) | CLA](#)

- Ebooks will be purchased in preference to print books where available with an appropriate licence within current price limits.
- Usage of the collection will be monitored using data obtained from the Library Management System and ebook editions or additional copies of material in high demand will be ordered, where available and within budgetary constraints, to reduce instances of students or staff being denied access to content.
- Where an ebook is not available or exceeds current price limits, additional print copies will be purchased to meet demand, up to a maximum of 5 copies per title, per campus for an individual module or up to 8 copies where a book is taught on multiple modules. The standard criteria for ordering additional copies are:
 - Where 3 or more current requests are awaiting fulfilment, and there is more than 1 request for each copy of a book held
 - Where students or staff have been refused access to an ebook due to licence restrictions more than 5 times in any calendar month
- All new acquisitions must be authorised by the Acquisitions and Subscriptions Librarian or Head of Collections. Resources exceeding the price limits outlined in [Appendix 3](#) must be authorised by the Executive Head of Library and Learning Resources. Where costs exceed the thresholds outlined in the University's Financial Regulations, appropriate procurement processes must be followed.

7.2. Suppliers

- The University purchases ebooks and print books through the [SUPC framework agreement](#) for library supply, which provides competitive discounts for HE libraries to ensure value for money is obtained¹⁶.
- Suppliers will be chosen based on their position in the framework for each separate lot. Where an item required for purchase is unavailable from the supplier ranked in first place, acquisitions staff will move down the list of suppliers in ranking order until a supplier can be found who can fulfil the order.
- To maximise supply times, preference will be given to suppliers who currently hold the item in stock.
- Where print material cannot be obtained from any SUPC-approved supplier, or where urgent delivery is essential, orders may be placed using other online booksellers.
- Where practical, we will seek to collaborate with other [WHELF](#) (Wales Higher Education Libraries Forum) partners in selecting suppliers through further competition as per SUPC framework guidelines.
- To ensure best value for money, compliance with accessibility legislation and compatibility with recognised authentication services, electronic resources will be purchased through Jisc, CHEST or approved suppliers on an appropriate SUPC Framework Agreement wherever possible.
- LLR cannot purchase ebooks from Amazon, Google Play, or other providers who only licence content for individual users.
- We aim to support local booksellers where appropriate, e.g. for the supply of Welsh language or locally printed resources.
- Where material is available from multiple suppliers for similar cost, the LLR will take supplier sustainability policies and ethical practices into consideration to minimise our impact on the environment.

¹⁶ [Books, ebooks, e-textbooks, and associated services - Frameworks - SUPC](#)

7.3. Ebook acquisition

- Preference is given to unlimited or renewable annual credit licences over restricted user licences where available to purchase within [current price limits](#).
- Limited user licences should only be ordered if annual credits are not available, with preference given to the highest number of simultaneous users within current price limits.
- Where a limited user licence is available, further 'copies' of an ebook may be purchased to support modules with large student numbers.
- Demand-Driven Acquisition (DDA) programmes can be used for systematic, large-scale collection development, where a supplier provides access to a large portfolio of resources for a one-time fee over a predetermined period. At the end of the access period, LLR retain permanent access to the most heavily used resources within the portfolio.

7.4. Printed book acquisition

- All hard copies ordered will be made available for loan to students and staff. Loan periods will be allocated by the Library Management System, which will allow for automatic renewal during periods of low demand, and reservation and recall in times of high demand. LLR no longer purchases printed material for reference only.
- The location of items is reviewed on an annual basis. Books will be relocated to meet demand when borrowed more frequently by students and staff at another campus library than their current location.
- Laminated paperbacks will be purchased in preference to hardbacks.

7.5. E-textbook subscription

An e-textbook is defined in this context as being an electronic book hosted on an interactive supplier or publisher platform which forms a core part of a student's reading material and is licenced on a limited per-user, per-annum basis.

- LLR only consider subscription to e-textbooks for Essential Reading which is unavailable or too expensive to purchase outright as a standard ebook.
- Before subscribing to an e-textbook, the cost, location, and module student numbers will be considered. Expenditure and the number of modules that the title supports will continue to be monitored throughout the subscription period and we retain the right to suspend the provision of e-textbooks if the expenditure exceeds available budget. Should this occur, the decision will be fed back to academic staff via the relevant Academic Liaison Librarian. We are always willing to work with academic staff to find alternative resources or a more affordable solution when this situation arises.
- Where a standard ebook is priced above current limits but found to provide better value than a subscription e-textbook, for example in the case of high usage levels, the standard ebook may be purchased subject to agreement from the Executive Head of Library and Learning Resources.

7.6. Digitisation for the Virtual Learning Environment

We offer a digitisation service through the University's Copyright Licensing Agency (CLA) licence which allows digital copies of print material to be made available online through the VLE (Virtual Learning Environment).

- Ebooks should be ordered in preference to digitisation providing the price is within [current limits](#) and an unlimited user or annual credit licence is available.

- Digitisation is preferred to the purchasing of ebooks with limited user licences.
- Where ebooks are unavailable or exceed [current price limits](#), print copies may be purchased to enable digitisation for modules taught at locations without a physical lending service, providing the content to be digitised is [within CLA restrictions](#).

7.7. Periodical subscription

Periodicals include academic journals, magazines, and recurring trade publications.

- Institutes may request new periodicals subscriptions based on their own and their students' learning and teaching needs. The order form on the Intranet or the Online Resource Lists platform must be used for all orders.
- Requests for new subscriptions should be matched by a comparable cancellation within the same subject area.
- Requests for new subscriptions must be agreed with the appropriate Institute and the Acquisitions and Subscriptions Librarian, in consultation with the LLR's Academic Services team.
- Periodical subscriptions will be assessed on the quality of the publication, its relevance to programmes taught at the University and cost.
- Electronic journal packages can be beneficial in terms of the range of titles and value for money, but consideration is given to length of the agreement, licensing and archiving terms and open access provision.
- Electronic journals will be purchased rather than print where these are available, provide value for money and are compatible with the University's authentication systems.
- We will seek to proactively develop our periodical collections on a systematic basis according to current strategy and nature of the University's academic provision. This will include monitoring requests for articles made by students and staff, and placing orders for subscriptions where this would provide better value for money than obtaining articles separately on demand: e.g. where a significant number of requests are received for articles within the same publication.

7.8. Subscriptions to electronic resources

Electronic resources include databases, packaged collections, educational video content, mapping tools and referencing platforms.

- Subscriptions to new electronic resources which require a recurring financial commitment should be discussed with the Acquisitions and Subscriptions Librarian in the first instance.
- When subscribing to new electronic resources, we aim to avoid duplication in provision and, where resources are requested which overlap or provide similar content to existing subscriptions, we will work with Institutes to agree which resource provides the best solution for the University's requirements.
- LLR may need to request additional funding to cover the cost of a subscription to a new resource and ensure this is sustainable to meet long term commitments. This will be done through the University's budget submission process, and new subscription requests will therefore be considered on an annual basis.
- Where possible, LLR will arrange a demonstration and trial access to ensure that new electronic resources are compatible with library systems, meet accessibility requirements and are suitable for student and staff needs. As the trial is taking place LLR will review cost and licence terms, which will be discussed along with feedback from the trial at a regularly held resources panel where a recommendation will be made.

- Recommendations for new electronic resource subscriptions will be signed off by the Library Leadership Team and, where costs exceed thresholds outlined in the University Financial Regulations, sent through the appropriate authorisation process before any purchase is made.
- The management and distribution of electronic resources will be in strict compliance with licensing agreements and will only be available to University employees and registered UWTSD students.
- Provider licence terms often restrict access to students and staff registered with Partnership institutions or based overseas. Institutes and academic staff must clearly state when requesting new resources if Partnership access is a key requirement, to allow for this be negotiated with the provider and ensure clarity over licence costs prior to purchase.

7.9. Theses and dissertations

- Successful PhD and research theses, and taught Masters dissertations that have gained a distinction or are of Welsh interest are placed on the University's Research Repository. Hard copies of theses and dissertations are no longer accepted, but those submitted prior to the introduction of electronic-only submission are retained in library collections for reference only and may be digitised on demand.
- Theses and dissertations which are eligible for deposit in the Research Repository, but which cannot be made open access for reasons of copyright or confidentiality, will be held in the repository under restricted access arrangements.
- Undergraduate dissertations are not held in Library collections or the Research Repository.

7.10. Research output

- Research outputs including journal articles, conference papers, monographs and book chapters should be deposited in the Research Repository by academic and research staff. Priority will be given to material submitted to comply with REF and research funder open access requirements. Further details are available in the University's [Open Access Policy](#).
- Content not previously accepted for publication elsewhere, book reviews and lecture presentations will not be included in the Research Repository without prior agreement from the Head of Collections or Acquisitions and Subscriptions Librarian.

8. Discovery policy

We recognise that the value of our collections can only be fully realised if they are discoverable and seek to ensure all content held by our libraries is catalogued.

Resources will be catalogued in the following order of priority:

1. Packaged collections and resources purchased to support multiple modules.
2. Essential Reading texts from current Online Resource Lists, and resources requested by academic staff or students for current learning, teaching, or research.
3. Further Reading texts from current Online Resource Lists.
4. Resources requested by academic staff for new Online Resource Lists to support future teaching and learning activity, such as new programmes of study not currently in place.
5. Any other resources requested by academic staff.
6. Newly acquired donations.
7. Historical donations.

Due to the significant volume of historical donations that have not been fully catalogued, and the work involved in processing low-use material, a single record may be used to represent a group of donated items where this is more cost effective.

Where licences allow, metadata records for items held in UWTSD collections will be made available through shared catalogues including the [Jisc Library Hub Discover](#)¹⁷ and OCLC's [WorldCat](#)¹⁸.

9. Collection management and retention

We will regularly review our collections to ensure continued relevance to current learning, teaching, and research.

9.1. General principles

- If a subject is no longer of relevance to current teaching or research, and there are no plans for it to be included in a future curriculum, material on that subject should be deselected and, where possible, offered to another institution.
- The nature of the subject will be considered when deselecting resources, along with changes in legislation or currency.
- Academic staff are welcome to suggest deselection or replacement of resources within their area of specialism. While there is a mechanism for this through the review process (see [Appendix 1](#)), we will also consider individual requests from academic staff on a case-by-case basis.
- Where items that would otherwise be deselected are referenced in Online Resource Lists, the relevant Academic Liaison Librarian will be notified, who will discuss with academic staff whether to substitute the item with an alternative resource as appropriate.
- Module co-ordinators and Academic Liaison Librarians will be notified when any resources attached to Online Resource Lists are deselected or are no longer available. Older editions of resources on Online Resource Lists may be updated as newer editions are purchased unless a note with a valid reason for retaining the old edition is clearly indicated on the Online Resource Lists platform, or access restrictions apply to the latest version.

9.2. Ebook review process

- Ebooks will be reviewed with relevance, currency and usage being considered. Outdated content will be deselected or suppressed from the Library Catalogue.
- If a new edition of an existing ebook is purchased, the old edition should be removed from the catalogue unless the new edition has a limited user licence or other access restrictions.
- If an ebook is no longer accessible from the online provider and an archival version is unavailable, the record will be removed from the Library Catalogue and any relevant Online Resource Lists.

9.3. Printed book review process

- Print books which are irreparably damaged will be withdrawn from stock. Replacement copies will be purchased for damaged books on Online Resource Lists or with high usage levels, where available.

¹⁷ [Jisc Library Hub Discover](#)

¹⁸ [WorldCat.org](#)

- Only the current and preceding edition of yearbooks, directories and textbooks should be retained.
- Print books that have not been borrowed for 7 academic years will be deselected, or relegated to storage if of research value. The frequency of module teaching and nature of the subject will be considered when reviewing usage data for stock deselection. Resources likely to date rapidly, such as material relating to teaching practice or other topics subject to changing legislation, may be considered for deselection more frequently.
- Items considered to be of value (e.g. limited editions and early works) are identified on the Library Catalogue to prevent deselection.
- In the case of rare works of particular value, holdings of other academic libraries in Wales and the UK will be consulted to ensure the last copy is not withdrawn.
- There should be no more than 2 copies of each title at any campus library unless multiple copies are required to meet demand.
- Books relating to the University, of local history or interest, about Wales, or in the Welsh language may be retained indefinitely where appropriate, either on library shelves or in storage.
- Finely bound volumes, rare or valuable editions may be retained indefinitely in the Rare Books Room in Lampeter or offered to the University's Special Collections and Archives where appropriate.

9.4. Electronic resources review process

- Pricing and usage levels of electronic resources will be monitored on an annual basis to ensure that the University receives value for money from the subscription. The standard benchmark for this is to compare the cost to that of supplying the same content via inter-lending or document supply services. Resources performing below this benchmark will be raised with the LLR Academic Services team for discussion with appropriate academic staff and inclusion in LLR marketing campaigns to promote usage. Continued low usage over two or more academic years will result in an electronic resource being cancelled.
- Availability of electronic resources is regularly monitored, and we aim to maintain access levels as outlined in LLR Customer Services Standards. Students and staff can report access issues with resources via a dedicated link on the Library Catalogue and we pledge to investigate any issues with suppliers, respond with initial findings, and provide notification when the resource is available again. Resources which provide unreliable service, poor customer response times or otherwise fail to meet student and staff expectations may be subject to cancellation.
- To obtain best value from our funding, resources which no longer align with current learning, teaching and research activity will be cancelled.

9.5. Periodicals review process

- Current subscriptions are reviewed on an annual basis to ensure continued relevance to learning, teaching and research. Infrequently accessed subscriptions which do not represent value for money will be cancelled, using the same benchmark as defined for other subscription resources in [section 9.4](#).
- Trade magazines will be retained only for the duration indicated on the Library Catalogue.

- Archives of printed journals will be held electronically where possible, and where legibility of content is not adversely affected through online reading, to support digital learning and facilitate access across all University campuses.
- To prioritise available space for new resources, we will retain archives of print journals only when no sustainable electronic copy exists. Print journals will be deselected where access is available to a guaranteed electronic archive.
- Where archives of current journal subscriptions are not available electronically, the print copies will be retained.
- Archives of discontinued or cancelled print journals which are not available electronically may be deselected where copies are available at the National Library of Wales or British Library to enable document supply.
- We will investigate purchasing electronic access to closed runs of journals that are not currently held in full where this will release significant shelf space, subject to availability and cost.
- To maximise shelf capacity, the following periodicals will be considered for deselection:
 - Titles with limited holdings (cancelled holdings with runs of 10 years or less)
 - Titles that are no longer relevant to current learning and teaching activity

9.6. Research Repository takedown

- Electronic theses are retained indefinitely unless a formal takedown notice is received which requires action, or a thesis is found to be in breach of copyright legislation. Further details are provided in the University's [Open Access Policy](#).
- Research papers deposited under green open access arrangements should not be deleted as it is necessary to retain these for REF compliance. Where permission or copyright are disputed, repository items should be set to 'Repository Staff Only' to restrict access to the full text pending further investigation.

10. Damage or loss

- Borrowers are charged for physical materials that are lost or damaged beyond repair. On receipt of payment, a replacement will be ordered providing the material is still in print and of continued value to the collection. Where payment is not made but a lost resource has been requested, LLR will attempt to purchase a replacement subject to availability and budgetary constraints.
- LLR will not accept replacement copies of lost material from students and staff without prior agreement from the Acquisitions and Subscriptions Librarian, as these copies require additional processing and will not be supplied shelf-ready by specialist library suppliers.

11. Deselection and withdrawal

- Where practical, material withdrawn from our collections will be offered to Institute academic staff in the first instance.
- Following this, where viable, material may be offered to other national and research libraries, interested academic libraries or organisations.
- Any further surplus material will be offered to specialist library booksellers. Funds received from the sale of such material will be reinvested in our collections.
- Remaining material will be offered for internal or external use through the University's waste management portal or recycled. LLR will follow environmentally sustainable practice when disposing of surplus material, in line with the University Waste Policy.

12. Glossary

Demand Driven Acquisition (DDA)	A purchasing programme where a supplier provides access to a large portfolio of resources for a one-time fee over a predetermined period. At the end of the access period, access to the most heavily used resources within the portfolio is retained permanently.
Deselection	The process of removing material from Library collections.
Ebook	An electronic version of a book. An ebook, in the context of this policy, is an electronic version of a book that is purchased via a one-time payment for perpetual ownership, similar to a print book. It may be licensed for a single user or multiple users.
Electronic resources	Electronic resources include databases, packaged collections, educational video content, mapping tools and referencing platforms. These are normally licenced on an annual basis.
E-textbook	An electronic book hosted on an interactive supplier or publisher platform which forms a core part of a student's reading material and is licenced on a limited per-user, per-annum basis.
Metadata	Data that describes and provides information about other data. In the context of this policy, it is used to refer to records of library holdings.
Online Resource List	A reading list hosted on the University's digital platform.
Open Access	Open Access involves making research and scholarly publications openly and freely available on the Web, usually with a clear set of licence permissions to allow users to re-use and share the work under certain conditions.
Periodicals	Periodicals include academic journals, magazines and recurring trade publications.
Repository	A digital platform used to store copies of research and scholarly publications and make these accessible over the Web.

13. Related policies and strategies

- [Online Resource List Policy](#)
- [Open Access Policy](#)
- [Repository Takedown Policy](#)
- UWTSD Waste Policy

- [Digital Strategy](#)
- [Library and Learning Resources Strategy](#)
- Sustainability and Environmental Strategy

14. Review

This policy is subject to review every 3 years.

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Version control

Version No:	Reason for change:	Author:	Date of change:
4.3	Previously approved version	JD	11/2020
5.1	Draft 2023 revision	JD	12/2023
5.2 / 3	Amendments following stakeholder feedback	JD	03/2024
5.4	Final version for Committee approval.	JD	23/04/2024
5.5b	Included reference to Welsh Language Measure and Welsh Language Standards (4i). Minor formatting amendments for readability.	JD	23/08/2024

Appendix 1 – Indicative timetable for systematic collection review

The following indicative timetable for systematic library collection review is subject to change to meet the needs of the evolving University curriculum and is intended to illustrate how detailed consultation work with Academic Disciplines can be conducted over a 5 year cycle.

2023-24	IEH: Yr Athrofa: Centre for Education Childhood Youth and Education IMH: Blue Light Academy
2024-25	WISA: Art & Media Design & Performing Industries IEH: Psychology and Counselling Social Sciences
2025-26	IMH: Business Digital Health and Care WISA: Architecture, Construction and the Environment Engineering, Manufacturing & Automotive General: Cross-disciplinary resources, research and study skills
2026-27	Inner City Learning WISA: Applied Computing IMH: Sport and Healthy Living Wales Academy of Health and Physical Literacy
2027-28	IEH: Humanities and Social Sciences IMH: Hospitality and Tourism Management

Appendix 2: Donations policy

Library and Learning Resources welcome offers of donations that complement our existing collections and support the current learning, teaching, and research activities of the University.

Due to the space and the staff expertise required to catalogue donations for discovery, we assess all offers of material to ensure this is still current or of historical relevance to University research, is not already duplicated in Library collections, and is in good condition for readers to use.

Any accepted donations become property of the University Library and subject to the terms in our Collection Development Policy.

Donors will be asked to accept the following conditions:

1. Items donated to the Library become the property of the University and may be withdrawn, offered for sale, or donated to charitable organizations if no longer required.
2. The University or Library cannot accept responsibility for future valuations of donations.
3. The Library reserves the right to locate material at the campus and in the collection which is most beneficial for students and staff. It will not normally be possible to keep donated items together as a discrete collection.
6. Large donations should be discussed in advance with the Acquisitions and Subscriptions Librarian and a list of the collection supplied for consultation prior to donation.
7. Donors who wish to apply special conditions to their donations must agree these in advance with the Acquisitions and Subscriptions Librarian.
8. The Library prioritises processing of material according to current learning and teaching priorities and cannot guarantee to make donations available for access within any specific timescale.
10. The Library would like to acknowledge donations with a bookplate inside the book and a note in the catalogue, if this is agreeable to the donor. Donors should confirm in advance if they do not wish to be acknowledged in this way.
11. The following donations will not normally be accepted:
 - Old, superseded, editions of textbooks.
 - Duplicates of existing materials within library collections.
 - Incomplete runs of periodicals.
 - Resources where the subject matter is not of relevance to the current University curriculum, or the reading level is not appropriate.
 - Items are in poor physical condition: e.g. where pages show signs of damp, mould or spotting, there are loose, damaged, or missing pages, handwritten notes or underlining in the text, obtrusive marks of ownership or previous library ownership stamps.

Appendix 3: Guidance on price thresholds

To ensure LLR receives value for money, price limits are applied to the purchase of individual resources.

Resources above the following price thresholds will be subject to additional review and approval from the Executive Head of Library and Learning Resources, and academic staff will be encouraged to select alternative resources where possible.

Essential Reading	Further Reading / Other
<ul style="list-style-type: none">• Print books in excess of £100 per copy• £150 for single user ebook licence• £250 for a multiple user or renewable credit ebook• £300 for an unlimited user licence ebook• E-textbooks costing in excess of £75 per seat licence• Journal subscriptions costing £1000 per annum	<ul style="list-style-type: none">• Print books in excess of £100 per copy• £150 for single user ebook licence• £200 for a multiple user or renewable credit ebook• £250 for an unlimited user licence ebook• Journal subscriptions costing £500 per annum <p>E-textbooks will not normally be purchased</p>

Individual books costing more than £350 will not generally be ordered. Exceptions may be made for multiple user ebooks which represent value for money over the purchase of more limited licences, e-textbooks or print editions of the same work, and for print volumes of considerable size where unavailable online.

Resources priced above the thresholds above may be added to Demand-Driven Acquisition programmes to assess demand prior to purchasing and may be withdrawn from these programmes if not accessed within 12 months.

Price limits may be updated annually to reflect current inflation levels and budget considerations.

Where costs exceed limits outlined in University Financial Regulations, appropriate authorisation must be obtained.

Current status of Policy: Approved

Is the Policy applicable to: HE

Date ratified: 3/7/2024

Date effective from: 1/8/2024

Policy review date: 1/8/2027

For publication: on UWTSD website / MyDay

For completion by the committee secretary

Please tick to confirm the following:

An institutional Impact Assessment has been completed ☐

An EIA and Welsh Language Assessment has been completed ☐

A DPIA has been completed ☐

Matters requiring consideration by the approving committee:
