LIBRARY COLLECTION DEVELOPMENT POLICY

1. Introduction

The University of Law's Library Collection Development Policy has been informed by the Office for Students Sector-Recognized Standards and the General Ongoing Conditions of Registration and has regard to the UK Quality Code for Higher Education. These definitive reference points for all English higher education institutions set out how academic standards are established and maintained and how excellence in the quality of learning opportunities is assured.

This policy sits within The University of Law's Quality and Standards Code, which provides a suite of policies designed to safeguard the academic standards of The University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

2. Definitions

Student(s) means those registered-on courses run by the University of Law.

Campus Librarian means the qualified librarian at each Campus responsible for the day to day management of the Library

Collection means resources including but not limited to e-books (whether purchased or available on PDA), individually subscribed e-journals, databases, print monographs and serials

Patron Driven Acquisitions (PDA) refers to a model of library collection development in which a library only purchases materials when it is clear that a patron/user wants them. The University Library Service uses PDA for Library e-book collections. The Central Library Team work with suppliers to import and index e-books that are available for purchase into the discovery layers (Primo/UDiscover). When a user selects and previews a title they will have the option to view the full text and triggering a purchase. The benefits of PDA are that delivery is instantaneous; e-books require no physical space, and purchases are guaranteed usage, which is an important consideration when purchasing materials.

3. Responsibility for implementing this policy

The Academic Board of the University of Law takes ultimate responsibility for the development of clear and effective processes and procedures in line with the quality assurance and maintenance of standards of academic provision.

4. Scope of this policy

The policy applies to all of the physical libraries at University Campuses and to published e-resources licensed centrally for the use of University staff and registered students. Any agreements entered into with partner institutions or resource providers, will be dealt with on an individual basis.

5. Principles

5.1 Scope of collection

The collection will include resources on a variety of subjects to support academic study and enhance learning, as well as other relevant resources e.g. general skills, employability, welfare and staff development.

5.2 Overview

5.2.1 The University is committed to providing the best possible access to a comprehensive collection of relevant library materials for its students and staff. The collection has been moving steadily in favour of digital resources to meet the needs of students to access them from anywhere and at any time.

5.2.2 Decisions relating to collection development are based on guidelines from validating authorities, consultations with course designers and monitoring students' requirements. System analytics will be used wherever possible to inform decisions

5.2.3 Where possible and appropriate within constraints, we will benchmark resource provision against standards set out by regulatory bodies or in surveys such as the BIALL/SLS Survey of Academic Libraries.

6. Core collection

Our core collection is maintained in electronic format. In addition, Campus libraries will aim to hold at least one copy of the most popular titles in print even if there is an electronic copy. Core collection content will be based upon consultations with course designers, the Student Association, Campus Librarians and the Central Library Team.

7. General Collections

7.1. As the University expands its portfolio into wider subject areas the collections will be reviewed to ensure relevant materials are held to meet student needs in all programmes.

7.2 Subject to budgetary constraints, students have an opportunity to purchase/borrow stock according to their needs via Patron Driven Acquisitions.

7.3 Campus libraries will retain flexibility within budget, to procure print to meet local campus requirements

8. Currency of Collection

The Central Library team will work in conjunction with course designers and Campus Librarians to ensure that collections contain up-to-date materials. Print stock and electronic resources will be checked on a regular basis to ensure any out of date resources or links are withdrawn from the collection.

9. Digital/Print balance

9.1 The Library team continually monitor the availability and uptake of online/e-book versions of print titles to ensure that our balance of print and digital materials keeps pace with external developments and student and staff requirements.

9.2 Purchasing decisions will be made with due consideration to issues such as rights and access, accessibility, cost effectiveness and, in the specific case of print resources, space.

10. Print holdings

We will hold print resources where there is an electronic equivalent in the following instances:

i. If included in an online service, the title must be published by the provider of the database (to avoid the risk of cessation following a dispute between publishers)

ii. Where teaching copies need to be kept in order to maintain student hard copy research skills.

iii. We will also keep one copy as a repository copy in one Campus library in the instance where the work is a key text. The decision as to which library is a repository will be made based on location, design need and/or space.

iv. An accessible copy is required to meet an individual student's need.

11. Resource Sharing

11.1 The University can purchase selected articles from the British Library repository in addition to resource sharing between Campus Library. We do not currently participate in SCONUL[1], as currently we do not meet their membership criteria, but access to other University libraries can often be easily obtained.

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[1] Membership criteria: https://www.sconul.ac.uk/page/sconul-membership-criteria

11.2 Students may submit requests for additional titles or journal articles to the Librarian at their Campus via an online form. There are facilities for inter-lending between Campuses at the discretion of the Campus Librarians.

11.3 The criteria under which student book or journal article requests are considered are:

    i.   Relates to a programme running at the Campus
    ii.   Relates to topics on essay, project or dissertation lists

    iii.   Whether suitable alternatives are available in the Library collection
    iv.   Cost and budget considerations
    v.   Whether other users would also benefit
    vi.   Consultation between Campus Librarian and academic staff

11.4 If a student has submitted a request the Campus Librarian will make a decision based on the above and will notify the student of the outcome.

12. Access to Library Resources

12.1 We liaise closely with the staff who are responsible for purchasing course materials for use in teaching and will work with them to ensure that in addition to the e-resources which are provided for students' coursework, we will also provide alternatives on our library platforms

12.2 The library e-resources are purchased to be made available to all students and staff. This applies equally for on and off-campus access. When purchasing new e-resources, the preference will be for access and authentication via Open Athens.

12.3 Individual titles can be searched for and accessed via our discovery layer UDiscover.

12.4 It is possible to access a large collection of eBooks via UDiscover which are available for purchase at point of need (Patron Driven Acquisitions – see 2. Definitions). Library staff curate these collections and they are provided in line with the budget framework.

12.5 The Library web pages are compatible with mobile devices and comply with accessibility standards.

12.6 Campus Librarians work closely with University colleagues to anticipate high demand on particular titles and to provide for this by ordering additional print and/or online copies where practicable and by tailoring the loan period to ensure maximum circulation of an item at that time. The availability of certain key titles is kept under review based on evidence of usage, or in response to specific requests from teaching staff or from students.

13. Compliance

13.1 The University of Law is covered by annual licenses from the Copyright Licensing Agency and the Newspaper Licensing Authority, the terms of which can be viewed in Campus Libraries.

13.2 Licence provisions for online databases and e-resources will vary according to publisher.

13.3 The University maintains current licences for all its resources, both print and electronic. Students and staff are encouraged to check the terms on the publisher's website and to seek advice from Librarians if clarity is needed. Where possible, licence terms are published on UDiscover with the record for the resource concerned.

14. Budget

14.1 Purchase of library resources is co-ordinated centrally and ordered either through specialist agents or direct from the publishers. The purpose of this is to take advantage of discounts and economies of scale in accordance with best procurement practice regarding cost-effectiveness and value for money and to ensure sufficient editions are available in accordance with user need.

14.2 Wherever possible we will utilise available analytics to inform purchasing decisions and overall budget provision.

15. Course texts/Essential reading

15.1 It is the policy of the University to provide paid-for individual access to a copy of the essential reading for all courses and modules. This can be either online or in print, however the preference is for online. E-Resources ensure that all students have equal access to relevant materials. Purchase decisions are often made in consultation with the Library team, but the choice of text and format is with the Course Design team and Programme Leads.

15.2 Campus Libraries will also hold at least one copy of each title in print, where available.

15.3 The Library role in relation to essential resources is to facilitate access and provide support for use. Wherever possible access to texts will be facilitated via UDiscover or reading lists, both of which are maintained by the library.

16. Purchasing library books and journals in print

16.1 Purchases will be made based on essential and recommended reading lists for courses, in addition we will also purchase publications in high demand and will endeavour to maintain as broad a collection as possible.

16.2 The Acquisitions and Cataloguing Librarian works with appropriate booksllers to inform Campus Librarians of appropriate new titles. Campus Librarians are responsible for selecting relevant publications to meet local needs as per budget provision.

16.3 We make the most of efficiencies in our acquisitions processes by purchasing ready complete bibliographic records and shelf ready books (i.e. books which arrive pre-stamped, labelled and security-tagged). Once the new edition is acquired, any previous editions are immediately removed from circulation and disposed of.

16.4 Print versions of journals, law reports, encyclopaedias and forms are generally updated either by supplements or by filing of updates. We do keep some series on the shelves that are not updated and used for teaching purposes. These are labelled where appropriate. The current policy is to decrease the number of titles requiring loose-leaf filing where there is an online copy. This is more cost and time effective and ensures that multiple users are able to access the updated version on or off campus.

17. Withdrawal/disposal

17.1 Out of date items are withdrawn as soon as new editions/updated material is received or when a decision has been made not to purchase them in print. Every effort is made to dispose of materials in a sustainable manner, and we make use of a book disposal organisation who donates part of the proceeds to our nominated charity.

17.2 Any decisions over making withdrawn stock available to students are at the discretion of Campus Management in consultation with Campus Librarians. Withdrawn stock must be clearly stamped and/or labelled.

18. Course Design

18.1 As part of the design process, course designers on **all programmes** are required to contact the Library team for training at the start of the design process. Designers must provide reading lists at least 6 weeks before the module is due to go live for students. These lists should be in the format set out in Appendix 1. If lists are not provided within this timescale, we cannot guarantee that the library will be able to acquire resources for students.

18.2 Essential reading purchases are currently delivered by Procurement. Additional reading purchases are delivered by the Central library team and Campus Librarians Reading Lists are currently being implemented and created for courses across the University.

18.3 The Head of Libraries & Information and Library Services Co-ordinator consult regularly with Programme Heads, the Head of Design and designers to ensure that reading lists are up to date and complete.

Version history:

Version	Amended by	Revision summary	Date
V1.0	Head of Libraries	Initial drafting	29/10/15
V1.1	Academic Registry	QA review	18/11/15
V1.2	Library Services Co-ordinator	Revised version	19/04/16
V1.3	Library Services Co-ordinator	Review	23/01/20
V1.4	Registry Officer	Change to coding convention	23/03/20
V1.5	Senior Quality Officer	Further naming convention clarifications	26/03/20

Appendix 1 Reading List Sample

(First 3 workshops/units provided as an example)

Reading List for LLB Actions a_Mode 2019 / 2020

WS	Preparatory Reading	Optional extended reading
01	(a) Limitation **Read the following from the textbook "Civil Litigation" [19th Edition] by O'Hare and Browne that is available on Westlaw:** Chapter 5 paragraphs 5-001 and 5-002. Chapter 9 paragraph 9-004. When you work through this reading you need to focus and make notes on the following: 1. Limitation periods in contract and tort 2. When are proceedings commenced? (b) ADR **From the Practical Law (Dispute Resolution) database, read the information in the practice note: "Overview and comparison of ADR processes" under the headings:** Scope of this note Benefits of ADR Drawbacks of ADR Range of ADR options Binding or non-binding ADR Overview of ADR options and their pros and cons Negotiation Mediation Early neutral evaluation (ENE) Expert determination Arbitration When you work through this reading you need to focus and make notes on the following: 1. The general pros and cons of ADR	(a) Limitation If you wish to consider other practical points arising from the limitation period, you may wish to read the Practice Note: "Limitation: practical considerations" on the Practical Law (Dispute Resolution) database. (b) ADR If you wish to look at ADR in more detail, read the following on the Practical Law (Dispute Resolution) database: Practice note: "Mediation: What happens at a mediation?" Article: "Arbitration: litigation by another name?" (c) Pre-action Steps and Protocols If you wish to review the general pre-action steps that might be taken in conjunction with the Practice Direction on Pre-action Conduct or an approved Protocol, read the following from the practitioner textbook "Civil Litigation" [19th Edition] by O'Hare and Browne that is available on Westlaw: Chapter 6 paragraphs 6-001 to 6-010; 6-015; 6-017 to 6-022; the first 3

	2. Which ADR processes are binding and those that are non-binding 3. What is meant by mediation, its advantages and disadvantages 4. What is meant by arbitration, its advantages and disadvantages (c) Pre-action Protocols **From the Practical Law (Dispute Resolution) database, read the information in the practice note: "Practice Direction on Pre-Action Conduct and Protocols" under the headings:** Scope of this note Objectives of the Pre-action PD Proportionality Before commencing proceedings Expert evidence Settlement and ADR Reviewing positions and issues in dispute after following Pre-action PD Compliance with the Pre-action PD and other pre-action protocols Compliance Non-compliance Sanctions for non-compliance Limitation Case-specific protocols When you work through this reading you need to focus and make notes on the information under all the headings. You should also find and read the wording of the Practice Direction on Pre-Action Conduct and Protocols.	paragraphs only of 6-023; 6-024 and 6-025.
02	(a) The Civil Procedure Rules **Read the following from the textbook "Civil Litigation" [19th Edition] by O'Hare and Browne that is available on Westlaw:** Chapter 1 paragraphs 1-006 to 1-012 inclusive and 1-016.	(a) The Civil Procedure Rules For a historical account of the Overriding Objective read Chapter 1 of Zuckerman on Civil Procedure: Principles of Practice [3rd Ed] available on the Westlaw database.

When you work through this reading you need to focus and make notes on the following:
1. The overriding objective
2. The parties' duty to assist the court further the overriding objective
3. The fees payable to the court and where to find the correct amounts

(b) Parties

Read the following from the textbook "Civil Litigation" [19th Edition] by O'Hare and Browne that is available on Westlaw:

Chapter 7 paragraphs 7-001 to 7-003 inclusive; 7-004 but just the first paragraph; 7-005 but just the first paragraph and 7-006 to 7-008 inclusive.

When you work through this reading you need to focus and make notes on the following:
1. The different types of parties

(c) Service of documents

Read the following from the textbook "Civil Litigation" [19th Edition] by O'Hare and Browne that is available on Westlaw:

Chapter 8 paragraphs 8-001, 8-002 and 8-027.

When you work through this reading you need to focus and make notes on the following:
1. The general rule
2. Deemed service of documents other than a claim form

(d) From issue to (but not including) allocation

Read the following from the textbook "Civil Litigation" [19th Edition] by O'Hare and Browne that is available on Westlaw:

(b) Parties

For a detailed analysis of this topic see The Civil Court Practice [2019] (The Green Book), Part 1 Procedure in the Civil Courts, Part 9 Parties. This is available on the LexisLibrary database.

(c) Service of documents

There are useful summaries of the service rules in the White Book [2019], Volume 2, Section A1 - Procedural Guides, 2. – Service. This is available on the Westlaw database.

(d) From issue to (but not including) allocation

There are useful summaries of the responses that can be made by a defendant to a claim in the White Book [2019], Volume 2, Section A1 - Procedural Guides, 3. - Response to Claim. This is available on the Westlaw database.

(e) Drafting a claim form

For a detailed analysis of drafting a claim form, read the Practical Law Practice note: "How to draft a Part 7 claim form".

(f) Entering and setting aside judgment in default

There is a useful procedural chart that you may wish to consult in The Civil Court Practice [2019] (The Green Book), Procedure and Guidance, Procedural Tables,

	Chapter 9 paragraphs 9-002 and 9-003; 9-005; and 9-008 to 9-020 inclusive.

When you work through this reading you need to focus and make notes on the following:
1. The choice between starting proceedings in the High Court or County Court
2. The time for serving the claim form and any separate particulars of claim
3. The different documents that may be completed by a defendant

<u>(e) Drafting a claim form</u>

Start by putting yourself in the shoes of a litigant in person. Find and read the government advice entitled: "N1A - Notes for claimant on completing a claim form". This can be found on the Internet by a simple Google search. Then spend no longer than 60 minutes clarifying and expanding those notes with any other guidance that you can find on the Library databases (not forgetting your standard textbook, "Civil Litigation" by O'Hare & Browne Chapter 12 paragraphs 12-010 and 12-011). | Table 9—Judgments in default and applications to set them aside. This is available on the LexisLibrary database. |
| 03 | **Read the following from the textbook "Civil Litigation" [19th Edition] by O'Hare and Browne that is available on Westlaw**

<u>(a) Statements of case</u>

Chapter 12 paragraphs 12-001 to 12-009 inclusive; 12-012 and 12-014 inclusive; 12-022 and 12-023; 12-030; 12-034 and 12-035; 12-038; 12-045; and 12-049 to 12-051 inclusive.

When you work through this reading you need to focus and make notes on the following:
1. The function of statements of case
2. General formalities and principles of drafting
3. Drafting particulars of claim, a defence, a reply and a counterclaim | For a detailed analysis of drafting statements of case, read the Practice Note: "Drafting Statements of Case" on the Practical Law (Dispute Resolution) database.

For detailed information on counterclaims and third-party proceedings, see Chapter 18 of "Civil Litigation" [19th Edition] by O'Hare and Browne. |

(b) Interest

Chapter 3 paragraphs 3-002 and 3-003; 3-005 and 3-007.

When you work through this reading you need to focus and make notes on the following:
1.	Interest payable under a contract
2.	Interest payable under statute
3.	How to state a claim for interest

(c) Part 18 requests for information

Chapter 33 paragraphs 33-001 to 33-004 inclusive.

When you work through this reading you need to focus and make notes on the following:
1.	When a Part 18 request should be made
2.	Responding to a request