

Owner:	Director of Student and Academic Services
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achieved in close collaboration with programme and module leaders, whilst responsibility for the Library budget itself, including expenditure authorisation for all selected resources, falls under the remit of the Director of Student and Academic Services.

- 2.2.1.1. The Library maintains a regularly updated print book collection in support of student learning at module level and in order to underpin resource requirements of the degree programmes more widely.
- 2.2.1.2. Book selection is weighted heavily towards acquiring multiple copies of 'core' textbooks specified on Module Specifications and, where budget allows, multiple copies of 'recommended' books as per the same Module Specifications. The number of library copies selected for purchase is based upon the following ratios:
 - x Core textbooks - one copy of a core textbook for every 10 students per module, with a recommended maximum of ten copies due to limited shelf space. A minimum of three core texts are purchased to ensure that smaller cohorts have appropriate access.
 - x Recommended books - one copy of each recommended item for every 25 students per module.
- 2.2.1.3. Librarians also take other factors into consideration before a purchasing decision is made, namely:
 - x value for money
 - x credibility and quality of the resource
 - x the importance of the resource as stipulated by the relevant Module Leader.
- 2.2.1.4. Other selection criteria include:
 - x paperback, unless only hardback edition available,
 - x most recent edition unless there is a justifiable reason to purchase past editions
 - x out-of-print items will be sought after confirmation from the relevant Module Leader that the item is required, but their acquisition cannot be guaranteed.
- 2.2.2.1. Where budget allows the Librarians also invite academic staff and students to request library book purchases. Additionally Library staff use their own professional judgement to select items that will enhance areas of the collection requiring development, usually to reflect new areas of research.
- 2.2.2.2. PDA and library staff selections allow for continued development and enhancement of the print book collection outside of the restrictions of the Module Specifications' core and recommended resource lists.

2.2.3.1.

- 2.4.1. New journal and e-resources/database subscription requests from academic staff are welcomed by the Library provided they contain a well-research justification on the value of the resource to student learning. A completed 'Request and rationale for library resources' form should be sent to the relevant line manager for endorsement before a request can be considered by Library staff.
- 2.4.2.1. New journal subscriptions will then be considered by the appropriate Librarian as hard copy, electronic or both, taking into account, value for money, relevant subject matter and 'fit' within the wider library collection. For hard copy subscriptions, storage requirements also have to be taken into consideration. For new e-journals, ease of online access and sufficient number of concurrent users also have to be taken into account.
- 2.4.2.2. A subscription may then be recommended by library staff, subject to budget restrictions and expenditure authorisation by the Director of Student and Academic Services.
- 2.4.3.1. The Library already offers a selection of industry and practitioner-led electronic resources to reflect the specialist nature of the degree programmes taught at UCFB|GIS .
- 2.4.3.2. For any new e-resource requests, Library staff will seek a quotation from the relevant supplier and normally request a trial either for academic staff or for staff and students. Written feedback from those using the trial is sought.
- 2.4.3.3. Following a successful trial with positive feedback, a subscription may be recommended by library staff, subject to budget restrictions and expenditure authorisation by the Director of Student and Academic Services.
- 2.4.3.4. All new electronic resources and new applications are submitted for approval by the MIS team to determine their security and compatibility with current UCFB|GIS systems.
- 2.5.1. A selection of good quality print and electronic copies of dissertations by undergraduate and Master's students are held by the campus libraries for reference purposes. Dissertations are selected in collaboration with academic staff. Only those that have achieved 2:1 or above will be considered. Students have to grant their express permission for their dissertations to be housed by the Library; this is required as part of the submission process. All dissertations are anonymised before being made available.

2.6.1. It should be noted that the Library does not acquire inspection/exam copies for teaching staff. Teaching staff should contact publishers directly or seek library staff's assistance in doing so.

3.1.1. Usage of the book collections is reviewed on an annual basis. Book borrowing statistics and waiting lists are scrutinised to address shortfalls in numbers of copies and to identify underused book titles. This helps ensure future purchasing decisions reflect the borrowing trends.

3.1.2. Also, a new editions checking exercise is run every year to ensure the latest editions of core books are included as a part of the September book order.

3.2.1. Current e-resources subscriptions are reviewed regularly to ensure continued relevance to current teaching, learning and research. Where available, usage statistics are scrutinised to ensure e-resource subscriptions are being used, and to ensure that UCFB|GIS is receiving value for money.

4.1. The disposal of stock is necessary to maintain a library collection that is flexible and responsive to the teaching, learning and research needs of the students. Disposal will follow the procedures detailed below.

4.2. While space constraints may be a cause for the consideration of the disposal of stock, it will not be accepted as the sole reason.

4.3.1. The responsibility for weeding (or the removal of stock from the collection) lies with the Librarians at each site, who are also responsible for liaison with the Academic team.

4.3.2.1. As noted above, the print collection is reviewed regularly to ensure the stock is relevant and in good condition and each summer an editions check is undertaken. The following criteria are used before making any decisions regarding disposal:

4.3.3.1.

whether the resource is from BNU or UEL, as appropriate, or a direct UCFB|GIS subscription.

7.1. The Library Service is committed to complying with the Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Act 2001 (SENDA). In terms of the collection, this means working from the premise that accessibility and appropriate provision is not additional, but a core element of the overall service that the library makes available.

7.2. In order to facilitate access to hard copy texts, we offer the following assistive technology and equipment in each Library:

- x Handheld bar magnifiers
- x Coloured overlays

7.3. Digitisation of material is possible (subject to the terms of our CLA Licence) and can be arranged through liaison between the Library and academic or learning support staff.

7.4. We offer assistance with (r)O.rf, oLC8i-3.5 (4.Æj/TT3 1 Tftf-Of(84um5 (s)1.5i 91.4 Tw 2.r4.3 ())5.5 (n (