

University of Kent

# European Study Centres - Collection Development Policy

## Abstract

This policy provides practical guidance to programme directors, module convenors and researchers about managing library provision from an early stage in the development of programmes and modules at the University of Kent's European Study Centres. These currently include Brussels, Paris, Rome and Athens. The principles and working methods set out here are designed for application across all academic schools. Local context, local partnerships and subject discipline focus for each Centre will, of course, be taken into consideration.

## Content of Collection

- The collections serve people studying and researching subjects based at European Study Centres and those working at the centres. Provision of library collections for the European Study Centres will be primarily through the development of an excellent Digital Library offer. This will incorporate an exceptional range of the highest quality digital content including books, journals and databases.
- For each European site, staff and students will have a 'European Centre View' of LibrarySearch which will retrieve available e-material. This will facilitate the discovery of immediately available resources.
- This policy will align with the Information Services Library Collections Digital Curation Policy to sustainably maintain access to and preservation of digital materials.
- Teaching materials are requested via Talis reading lists online. We have an e-first policy; hardcopy is offered via partner libraries only. Extra work is sometimes required to provide for the European Centres, so reading lists should be prepared 8 weeks in advance of the start of the module.

For both Teaching and Research materials we offer subject based digital collections plus:

## Patron Driven Acquisition (PDA) E book collection– European Centres

To enable the development of excellent digital collections and support the Digital Library for European Study Centres, IS will support a variety of PDA schemes during 2015/16 (funds still remain in 2017-18). PDA can be established using several models. IS Library Collections will advise on the most appropriate model. Future PDAs will need to be funded by Schools.

## Membership and open access to local libraries – European Centres

Students at each study centre will have access to a range of local public, academic and national libraries. IS continues to explore and develop partnership opportunities with institutions local to each University of Kent European study centre. This may include borrowing rights and, in some, the facility to manage stock recommended for University of Kent modules.

## Document Delivery – European Centres

This service is intended to be used sparingly for taught students, more freely for research students and staff. If an item is not available online or in local partner libraries, staff and students will have access to document delivery through the British Library. This includes both e delivery for journal articles and book chapters and physical delivery for books.

## Characteristics of Collection

- This collection aims to provide scalable and sustainable library provision for current and future modules and research based on an e first model
- IS and Academic School will work together to identify materials that have good digital availability.
- IS will collaborate with local partner libraries and external information services in all areas of strategic collection development.

## Formats

- IS and Academic School will work together to identify materials that have good digital availability.
- We will seek formats that maximise availability and usability of content. Electronic formats will be preferred for all materials.
- Access to physical materials will be managed through local libraries, document

delivery, inter library loan or student/School purchase.

- CLA scans, document delivery/Interlibrary loans will be secondary channels for acquisition of content
- This policy will align with the Information Services Library Collections Digital Curation Policy to sustainably maintain access to and preservation of digital materials.

## Selection and acquisition

- IS will purchase digital content using the most appropriate models which may include:
  - traditional outright purchase
  - subscription (hosting fee etc.)
  - packages of multiple titles different access options (e.g. concurrent user limits)
  - student-led acquisition: Patron Driven Acquisition (PDA) Evidence Based Acquisition (EBA)
- Student driven acquisition will be a key feature of collection development for the European Study Centres, enabling both students and academic staff to identify and purchase directly any relevant digital content for immediate access
- IS will consider the importance of perpetual access rights and the long term accessibility of ebooks in any acquisition. IS seeks long-term guaranteed access wherever possible.
- IS may advise third party digitisation services as a means of delivering critical content that is unavailable in through any other means
- IS will monitor usage of patron driven acquisitions, focussed on students and staff at the European Centres.
- IS may commission content digitisation activity where digital content is not readily available through the above channels
- Module conveners may consider advising students to purchase titles where all the above mechanisms prove unsuitable

## Teaching Materials - Reading Lists Purchase Guidelines for European Centres

1. Reading lists should be prepared 8 weeks in advance of the start of the module

2. IS Library collections will check and purchase anything available as a multi-user e-book (up to the limit of £1K per new module, or £500 per existing module). We will then contact the convenor to ask that they upload the purchased e-books to the online reading list system for their module, inserting the European centre title after the module title to differentiate from Canterbury processes
3. The Library will advise convenors of anything not available as an e-book and recommend that, if suitable, they should select a chapter and request a CLA scan via the Moodle module <http://www.kent.ac.uk/library/staff/cla.html>
4. For Paris site only (Humanities courses) - if there is no e-book and a CLA scan is not viable for copyright or other reasons, the Library will ask convenors to select a limited number of core texts per module (single copies only) and negotiate for this material to be held in a local partner library
5. For all sites – It is essential that all convenors check local partner library catalogues for the availability of any texts not delivered by above methods before making their recommendations.
6. Journal article availability will not be checked by the Library during this process. Convenors will need to check if these are available via [existing Kent subscriptions](#) or request individual articles on Moodle via the CLA scan request process.

## Retention

IS are working towards developing methods for refreshing the e-collections periodically, and providing consistently for edition control, and this section will be updated as the relevant working methods are agreed.

## Withdrawal

Working methods for withdrawing outdated e-content will be added here once they are agreed.

## Consultation

- IS will work with Academic Schools to agree appropriate funding of the cost of resources based on evidence including needs and usage, inflation and changes in the marketplace.
- Academic Schools will be consulted biennially on any proposed changes to this policy.
- Academic Liaison Services will lead the implementation of this policy, reporting internally to the Library Management Group.