

COLLECTION DEVELOPMENT 2011-12

The collection

At the time of writing, the size of the collection stands at approximately 35,000 volumes, which includes print and electronic material.

Location of collection

The collection is mainly concentrated on the two main campuses.

- Paget Road LRC
- Wellington Road LRC

However, there is a small collection of materials at Newhampton Centre LRC and at Metro One.

User groups

The intended users of the collection are listed below:

- College staff – teaching (F/T, P/T, VT) and support
- College students – F/T, P/T, distance/flexible learners, HE students
- External users – community use

Sources of funding

The budget is negotiated each year from mainstream funding and approved by the Governors. There may be additional funds available at the discretion of CELT. The Learning Resources Manager is responsible for the financial good order of the Learning Centre budget and ensuring that all funds are spent in accordance with financial regulations.

Responsibility for selection

Final decisions on the purchase and cancellation of all learning resources rest with the Learning Resources Manager. In practice, effective selection of material relies on the successful operation of the Learning Advisor Scheme and the monitoring of spending by the Learning Resources Manager. The Learning Advisor relationship with curriculum staff ensures that all acquisitions are curriculum related.

Collection priorities

Spending on new acquisitions will be subject to the following guidelines:

Course related issues

A sufficient supply of course related material recommended by teaching staff to support the college portfolio. It is the responsibility of the lecturer to ensure that Learning Advisors are notified, at least three months before the start of a course, of the details of reading lists so that at least one copy of every recommended work is purchased. No more than 10 copies of a single item are normally stocked, although there may be unusual circumstances relating to actual enrolments, distance learning and historic pattern of use, which may mitigate this ruling.

General interest and reader development

The ability of the Learning Resources Centres to purchase books and other materials of general interest is severely limited. Consideration will be a given to popular fiction in order to encourage the habit of reading for pleasure.

Criteria for the selection of individual items

General guidelines

- Relevance to teaching and learning
- Within the scope of planned Collection Development
- Academic significance
- Known or likely demand from user groups
- Currency (especially in areas where information dates rapidly)
- Content of special interest to the college
- Price

Format

Learning resources may be acquired in a wide variety of formats including

- Books, pamphlets, reports
- E-books
- Journals
- Online e subscriptions
- CD and DVD
- Computer software

When more than one format is available for the same material the criteria for choosing which to acquire will include:

- Ease of use, access and reproduction
- Licensing conditions
- Space occupied
- Comparative cost
- Inclusivity

Language

Learning Advisors will take advice from teaching staff on the acquisition of material in a language other than UK English

Alternatives to acquisition

Acquisition of stock is not the only means of ensuring access to information needed for course work or research. Alternatives may be:

- Shorter loan periods for copies already in stock
- Photocopied packs if CLA licence allows
- Off air recordings
- Inter library loans
- Electronic information and Internet resources
- Personal use of other libraries

Donations

The Learning Resources Service welcomes gifts and donations which enhance its ability to serve its user groups. However, the final decision on adding a donation to stock rests with the Learning Resources Co-ordinator.

Replacement of material

Learning Advisors are responsible, in consultation with teaching staff if necessary, for the replacement of items missing from stock or physically unsuitable for further use.

Withdrawal

It is the policy of the Learning Resources Service to withdraw items of stock according to the following criteria:

- Outdated information
- Poor physical condition
- Obsolete curriculum

Withdrawn stock will be disposed of by sale, gift, discard and by arrangement with book disposal services companies.

The Learning Resources Service will not exclude or withdraw from availability any material, as long as it is legal, on the grounds of an author's race, nationality, religion, gender or opinions. Materials which may cause one user offence may not be considered so by another. Such material may be labelled with a 'health warning' to alert users.

Appendix 1 – Actions specified for completion during 2011-12

Subject related actions

Service Sector Studies

Acquisition of new resources to support Sports courses; Hair & Beauty courses; Health and Social Care Courses; Early Years courses; Travel & Tourism courses and Catering & Hospitality courses

Science, Technology, Engineering & Maths

Acquisition of new resources to support curriculum delivery in Construction; Electrical Installation; Manufacturing and Motor Vehicle; Floristry and Horticulture courses; Maths and Science courses; ICT and Computing courses

Foundation Studies

Acquisition of new resources to support ESOL courses; Functional Skills; Education courses and Access to HE courses.

Academic Studies

Acquisition of new resources to support Psychology; Sociology and Geography courses; Performing Arts; Media and Art courses; Law courses; Computing courses and Public Services courses

Higher Education and International

Acquisition of resources to support Higher Education courses and the development of the new HE Centre at Paget Road

Safeguarding and Every Learner Matters

Acquisition of resources to support students in staying safe and being healthy

General actions

- Continue to increase access to web based material via Heritage
- Monitor the acquisitions in line with the LRC key performance measures