

Collection Development and Reading List Policy – Charles Seale-Hayne Library

Context

This policy sets out the framework through which the Library will work in collaboration with academic and research staff of the University to ensure that stock and content is selected, sourced, acquired, made available, maintained and retired in order to develop Library collections that support,

- The student learning experience, providing *adequate* and *equitable* access to core learning materials required to progress and complete studies, supporting student attainment
- The teaching and learning needs of the University, Faculties, Schools and programmes, including the growth of online teaching and blended learning delivery¹
- The research needs of the University and its Research Institutes²

This policy applies to the main Charles Seale-Hayne Library site, and to the PAHC Library on the North Plymouth campus. It covers *all materials* requested to support reading and self-directed learning on programmes of study, and used to support research, and is not restricted to physical collections or traditional book and journal formats.

1. Collection development

The Library has a strategic focus not just on developing collections that support teaching, learning and research needs, but also to develop learning spaces that meet the requirements of our students and staff in terms of the study and activities they need to undertake. The Library has a limited physical footprint, and must balance the University's requirements for innovative and technology enhanced learning spaces, with the size of its physical collection.

In practice this means that Library development planning has a policy of zero net growth in physical collections.

1. The collection will be managed to ensure currency and relevance to teaching and research needs
2. The collection primarily has a teaching focus, to support the delivery and learning objectives of University of Plymouth degree programmes
3. This is balanced with research needs, and the requirements of the University community for resources which support wider study and learning

Discovery and metadata

The Library will ensure the discoverability of material in its physical and digital collections through the application of quality metadata and catalogue records, and by providing a searchable discovery

¹ *Education and Student Experience Strategy 2018-2023*. Available from: <https://www.plymouth.ac.uk/about-us/university-strategy/education-and-student-experience-strategy> [accessed 7th December 2020]

² *Our Strategy University 2030: A Future of Excellence*. Available from: <https://www.plymouth.ac.uk/about-us/strategy> [accessed 7th December 2020]

layer (Primo). Where possible, quality catalogue records will be sourced from commercial or third party suppliers as part of the acquisitions and fulfilment process. In-house cataloguing by Library staff will be undertaken for material wherever third party catalogue records are unavailable (e.g. archival material, ephemera, art catalogues, specialist or foreign language publications, etc.).

The Charles Seale-Hayne Collections

The Library has extensive collections of materials and books, including reference and ebooks. These are classified according to subject discipline using the Dewey system (see **Appendix 1: Subject Areas within the Collection and Corresponding Dewey Classmarks**). In addition there are print journal holdings for key titles unavailable electronically, and a comprehensive collection of electronic journals, as well as other digital collections and databases, data and intelligence sources, and media collections. The collections provide wider and background materials and reading in support of taught programmes, and of research.

The Library will also exploit the growing global availability of open access³ content, and open educational resources⁴, facilitating access to these resources by staff and students of the University.

All resources are discoverable via Primo⁵, the A-Z Databases Guide⁶, and relevant Subject Guides⁷.

The Library has areas of specific collection strength and development (such as art and design subjects, media arts, architecture and three dimensional design, and theatre and dance). Information Specialists work closely with academic schools and Faculties to develop collections and identify material for purchase, and areas that need additional investment of stock to meet the demands of student pressure.

In addition, there are the

- Law Collection
- School Experience Collection
- And Special Collections⁸

The Library collections are not static and as such they are proactively managed to ensure fit with the available space and the needs of researchers, and of teaching and learning. There are areas within the collection where currency of stock must be maintained, such as law, medicine, nursing etc. Information Specialists manage the collections according to our retention and disposal policies (see section 10, **Disposal of stock**).

2. Selection principles

Information Specialists select material for inclusion within the collection based upon identification of teaching and research needs, derived through liaison and consultation with academic staff, Schools and Faculty.

³ JISC. *What is Open Access?* Available from: <https://www.jisc.ac.uk/guides/an-introduction-to-open-access> [accessed 7th January 2021]

⁴ UNESCO. *Open Educational Resources (OER)*. Available from: <https://en.unesco.org/themes/building-knowledge-societies/oer> [accessed 7th January 2021]

⁵ *Primo*. Available from: https://primo.plymouth.ac.uk/primo-explore/search?vid=VU_PLY&lang=en_US&sortby=rank [accessed 4th January 2021]

⁶ *A-Z Databases*. Available from: <https://plymouth.libguides.com/az.php> [accessed 4th January 2021]

⁷ *Library Subject Guides*. Available from: <https://plymouth.libguides.com/> [accessed 4th January 2021]

⁸ The Charles Seale-Hayne Library *Special Collections Policy* is a separate document. Available from: [accessed]

To ensure breadth and depth throughout the collection, and a wide range of viewpoints that encourage *appropriate* discussion, the academic freedom to promote this discussion, and deeper contextual learning by students, the collection will include any material that can be made publicly available under law. Material will not be rejected solely on the grounds of morality, politics, religion, ethnicity or gender. The collection will be managed to ensure that it represents the diaspora of cultures, viewpoints and beliefs of an evolving and inclusive academic society.

- Academic staff are asked to consider a diversity of materials when setting reading for their courses, in line with the University's **decolonisation** initiative: please consult with the relevant Information Specialist at programme approval and redesign stages

Digital first content selection

The Library has a policy of sourcing and selecting digital formats for requested material wherever possible. Digital format will be favoured over and replace print formats wherever feasible. This is to,

- meet the needs and requirements of academic staff and students in an increasingly blended and online teaching environment
- ensure equity of access to reading material for all students in a class cohort (including distance, commuting and placement students, and students with accessibility requirements)
- manage the physical space occupied by print collections held within the Library

Use of existing collections

The Library has extensive digital collections already available to academic staff and students. When developing reading materials for a programme or module, this should be the first point of reference.

Programme leads, Module convenors and course tutors are encouraged to explore the existing collections and use them for core, recommended and background reading where feasible.

- Articles from ejournals, and content from digital collections are without usage restrictions meaning they can be accessed by the whole class cohort without denial
- The digital collections cover all disciplines and include a huge range of quality and peer reviewed content, review articles, empirical research, and primary sources that can all be used to help scaffold teaching

The Library's Information Specialists will liaise with academic staff to help them identify such reading material, and to source additional *open access* and *open educational* resources for their class.

Provision of new material for the collections

Wherever the Library does source new material for the collections at the request of academic and research staff, or students, it will always try to ensure that it provides adequate and sustainable access to the material for *as long as is required*.

Information Specialists will also use their specialist and subject knowledge to select materials for acquisition in order to strengthen the collections.

The Library will utilise all relevant suppliers and models of acquisition and provision available as appropriate to ensure that the best product, at the best price, which meets requirements and offers the best experience to staff and students, is sourced.

Acquisition Principles

The Library will consider both purchase and licensing (subscription) models for new content, both print and digital. Affordability and accessibility will be key considerations that influence selection.

Print

Print materials will be acquired wherever,

- That is the only available format
- It is more cost effective to do so, and there is no requirement for online provision
- There is a requirement for print copies to supplement limited available online access
- There is a specific requirement for print format (such as quality of content reproduction, or an accessibility need)

Multiple user access and functionality

The Library will always seek licence conditions for digital content that favour multiple or unlimited concurrent online access by students.

Many publishers apply digital rights management (DRM) to their content to restrict the number of users that can access the book online concurrently (e.g. 1 or 3 users), or how much of the material can be copied, downloaded or printed. Where there is a choice and cost allows, the Library will purchase or licence material that is “DRM free”, or have the least restrictive DRM provisions.

Where it is not possible to make online provision adequate for the whole class because of restrictive licences, then supplementary print provision will be made.

Digitised extracts

Where access to sections of material (a chapter, article, essay, page range, poem, short story or play) for a whole class is required and the Library does not have a digital version, **academic staff can request copyright cleared, digital extracts** from books, anthologies, and journals under the terms of the Copyright Licensing Agency (CLA) licence. This service covers titles from participating publishers; however, some titles from a publisher’s catalogue are excluded from this provision.

There is a restriction of one chapter, article, poem, essay (etc.) from a volume, or 10% - whichever is the greater. Occasionally, a second extract from the same text can be requested for a class, although the cost rises significantly. **Once obtained, the Library will make the extract available via the Leganto reading list for the class.**

Flexible purchasing to meet evolving demand

Where appropriate and funding allows, the Library will investigate and utilise innovative purchasing and supply models that sees stock automatically selected for short term rental, subscription or purchase based upon real time evidence of usage, these include,

- Evidence based acquisition (EBA)
- Demand driven acquisition (DDA)
- Patron driven acquisition (PDA)

Premium publisher content and eTextbooks

Core teaching and learning titles (“Premium” content) from many publishers are often unavailable as licenced ebooks or other readily available digital formats. At the stage of programme approval or redesign, please consult with the relevant Information Specialist to see if available alternatives can replace them.

Where such titles cannot be replaced, and the Library cannot source an affordable or sustainable digital version, they will usually be made available in print format on a suitable loan period.

If an accessible digital format is required for each student on the module to support online or blended delivery of teaching, and the School is able to fund the cost (e.g. from its own enrichment funds), the Library will order and administer supply of eTextbook versions on the Kortext or publisher's own platform. Each student in the cohort will get a personal copy of the title in eTextbook format.

Dealing direct with Publishers' Marketing Representatives

Refer any approaches, enquiries or quotes received direct from Publishers' Marketing Representatives to the relevant Information Specialist with your recommendation. The Library is usually able to obtain better terms from our suppliers. Be aware that most publishers will target academic staff strongly in an attempt to get a title "adopted" onto a course, driving sales through the Library, and direct to the students on the programme.

3. Accessibility and inclusivity

Every effort will be made to source original digital material from publishers and suppliers that offer fully accessible user platforms (meeting the ASPIRE gold standard), and to supply content in accessible formats (e.g. PDF/A or EPUB).

The Library also provides alternative formats for students with specific accessibility requirements⁹, and will contact publishers direct to obtain accessible versions of core readings.

In addition, the Library provides digital magnifier equipment in the Library, and the SensusAccess software which enables students to convert files into accessible (including text to speech) formats.

Academic staff are asked to make use of *Ally for Moodle* to check and improve the accessibility of content added to their Moodle modules¹⁰.

4. Reading Lists

It is a requirement for all Definitive Module Records and module handbooks to include an indication of recommended texts and supporting materials¹¹. The University Library provides the *Leganto*¹² electronic reading list system to support this. **All Module Leaders have a responsibility to collate the electronic resource list for their module, and to check, complete or update their lists.** Their Information Specialist is available to provide help and support.

Expectations: reading list maintenance and good practice principles

The *Teaching and Learning Handbook* states that preparatory reading must be made available at least 48 hours prior to a teaching session, although a period of seven days is recommended¹³.

⁹ *Disability Support in the Library: Alternative Formats*. Available from:

<https://plymouth.libguides.com/disabilitysupport/alternativeformats> [accessed 11th December 2021]

¹⁰ *Ally for Moodle*. Available from: <https://dle.plymouth.ac.uk/course/view.php?id=11862§ion=4> (UoP login required) [accessed 28/01/2021]

¹¹ *Designing programmes and modules*. Available from: <https://www.plymouth.ac.uk/about-us/teaching-and-learning/guidance-and-resources/designing-programmes-and-modules> [accessed 18th December 2020]

¹² *Reading Lists*. Available from: <https://readinglists.plymouth.ac.uk/leganto/readinglist/searchlists> [accessed 18th December 2020]

¹³ *Teaching and Learning handbook: H-R*. Available from: <https://www.plymouth.ac.uk/about-us/teaching-and-learning/handbook/h-r> [accessed 18th December 2020]

However, in practice the Library usually needs longer than seven days to source, acquire and make available reading material and resources in support of teaching sessions.

Responsibilities of Module Leads and course instructors

The Library asks that Leganto reading lists are kept current and maintained¹⁴, and updated at least once a year, preferably,

- *No less than 6 weeks prior to the start of the teaching term* to enable book ordering and delivery in time for the commencement of the module

Leganto supports the creation of resource lists that can direct students to a wide range of multi-media, online, and traditional print sources.

- **It is the responsibility of Module Leads and course instructors to check that any resources added to their list are available to a sufficient level of access for the whole class**, whether online (freely or via a Library subscription), or in the Library.
- **Where materials are not available or do not met the level of access required it is the responsibility of the Academic to inform the Library**, which will attempt to acquire and provide resources.

Responsibilities of the Library

The Library will use Leganto reading lists as a reference point for acquiring and making materials available. The Library will provide items on reading lists to a ratio of copies or level of access appropriate for the class size according to the “importance” category assigned (Essential, Recommended, or Background).

- **Resources required for reading lists will have priority for purchase**
- Every effort will be made to ensure that items marked as “Essential” are provided to a sufficient level of access for the class cohort, dependent upon availability and cost

The Library recognises that the module reading list acts as a curated gateway to core and recommended reading on a topic, and is not intended to replace student-directed study and research that leads to wider reading and engagement with sources. Information Specialists will continue to provide Library induction and information literacy support to their Schools in order to support this activity.

Maintaining reading list currency, and collaborating with the Library to ensure that required materials are identified, ordered and made available, will help deliver on student expectations and satisfaction.

- **Setting reading materials that cannot be adequately provided or accessed will negatively impact on student experience and may affect attainment, module evaluation scores and NSS feedback**

¹⁴ *Reading Lists: A Guide to Creating and Maintaining your Reading List*. Available from: https://plymouth.libguides.com/readinglists-a_guide_for_staff [accessed 18th December 2020]

5. Ordering / making requests

Library staff will check the availability of any ordered and requested material. Academic staff will be advised if it cannot be sourced, and the relevant Information Specialist¹⁵ can help identify alternatives.

Book orders

Academic staff may order new items, extra copies, request edition updates or changes to loan periods **directly from within their Leganto reading list.**

Materials orders and requests can also be sent by email to the relevant Information Specialist.

- All book orders require 6 weeks' notice

Digitisation requests

Requests for the digitisation of extracts from volumes (page ranges, chapters, essays, poems etc.) **must be submitted from within the relevant Leganto reading list.** All digitisations requested in this way will be uploaded to the reading list and provided in an accessible format.

Requesting new subscriptions

It is not normally possible to begin new subscriptions within a current academic year, unless cancellations of equivalent value have been identified, or the School funds the cost.

Wherever new subscriptions to digital collections, journal titles, packages or resources are required by a School or academic, **requests must be made to the relevant Information Specialist.**

The Library will normally arrange a free trial to the resource, and use this as an opportunity to gain feedback and information about usage and value in order to evaluate the resource. Where similar products are available, other trials may be run to evaluate resources in comparison (e.g. for relevance, range, and quality). **If the need for a new subscription is agreed** and it cannot be funded from cancellations elsewhere in the portfolio, then **the School and Faculty will need to support a business case during the next planning round for it to be included in the Library's budget.**

Research requests

Saving requests for subscriptions (dealt with above), and requests for material that can be satisfied via the "Interlibrary Loans Service" (see section 6), requests to purchase and add research related resources to the collections should be made by email to the relevant Information Specialist.

Student requests

Students who wish to suggest books for purchase by the Library can email the relevant Information Specialist.

6. Access to material not held by the Library

The Library provides an "Interlibrary Loans Service" for researchers, postgraduates and final year students whenever their research takes them beyond our available collections. Most items are sourced from the British Library. These services are provided free of charge to the end user.

¹⁵ *Study Support*. Available from: <https://www.plymouth.ac.uk/student-life/your-studies/library/services> [accessed 11th January 2021]

The Library is also a member of the SCONUL access scheme¹⁶ which allows University of Plymouth staff and students to access other participating libraries - subject to local restrictions.

7. New Programmes

All new programmes should identify any additional Library requirements to support reading and study, and explicitly raise these during the programme approval process. This can include requirements for new texts not already in stock, new digital collections, media, or subscriptions, planned development of collection depth in a discipline area to support a new programme, or any other resourcing needed.

Programme leads should consult with their Information Specialist about such requirements.

- **This is to ensure that sufficient resource becomes allocated to the Library materials forecast during planning**

Schools and Faculties may be asked to fund further requirements if additional allocation to the Library *is not* supported, or not picked up and included during planning rounds.

When putting new programmes together, the status of enrolled students must be considered. Students *registered to the University*, and who are returned in the University's HESA return are accepted to meet the legal definition of "authorised users" under *legally binding license terms* for our digital Library content and collections. This also includes programmes and modules offered via *Plymouth Online*.

Such students are entitled to access and *use all of* the University's licensed digital library resources (ebooks, ejournals, databases, digital collections etc.) available via Primo, the Library website, and Library subscriptions, through their University login name and password.

Distance learning and programmes delivered primarily through blended or online teaching

Programme and Module Leads are encouraged to utilise digital resources for courses delivered primarily through blended or online teaching. Their Information Specialist can advise on availability or alternatives. Where a specific new digital resource or collection is required, this should be identified during the programme approval process and will need to be incorporated into the Library's business planning, or funded by the School.

Academic partnerships

Students on validated / franchised degrees, based at other UK campus sites, and **not included in the University's HESA return, are not covered** under the accepted definition of an "authorised user" **for the Library's digital collections**. Main provision should be made from their home campus Library, and any access to digital resources provided by the Charles Seale-Hayne Library is not permitted under our standard licenses.

- **Where access to electronic resources offered by the Charles Seale-Hayne Library is required, it will need to be separately licensed for each partner college**, or else the college will need to take out its own licence to the resource.

¹⁶ SCONUL Access Scheme. Available from: <https://www.sconul.ac.uk/sconul-access> [accessed 4th January 2021]

This particularly applies to programmes being delivered at overseas campuses (e.g. National School of Business Management, Sri Lanka; HKU; Peninsular College, Malaysia; Business College of Athens, etc.). Additional *Trans National Education* licences need to be negotiated with suppliers if the overseas campus Library does not have its own subscription to the required resources.

New partnership programmes

Any proposals for new academic partnership programmes must identify requirements to access digital resources provided by the Charles Seale-Hayne Library as part of the programme approval process. The relevant Information Specialist must be consulted, and the Library will contact suppliers to obtain quotes for additional licensing costs.

The cost of any additional licences for partnership programmes must be identified via the programme approval process, factored into the University business planning round and picked up by Academic Partnerships. **The Library will administer any set up and renewal process, as well as the licences,** charging the costs back.

8. Procurement and Financial Sustainability

The cost of materials (including supply and administration costs and efficiencies), formats and different delivery platforms, as well as their functionality and accessibility, will be considered in making purchasing decisions.

Framework supply

Wherever possible, the Library will source material from suppliers and publishers covered by accepted framework or consortium agreements. This includes the Southern Universities Purchasing Consortium (for intermediary supply of journals and books and associated services), JISC Collections and CHEST (for licensing or purchase of content and databases).

Orders outside of framework agreements

The Library will place business direct with publishers wherever:

- monopoly supplier applies - the content is not available under a supplier framework or a nationally negotiated agreement - e.g. in the case of specialist resources and purchase of content from rights holders;
- dealing direct with the publisher can result in deeper discounting;
- the publisher offers an acquisition model that benefits the Library (in terms of value chain efficiency; or ability to select goods, and monitor/control expenditure on goods);
- the product available from the publisher offers added value (accessibility, usability or functionality) which cannot be obtained by using a third party supplier

In such instances the Library will negotiate with the publisher to try and secure the best available discount and licence terms. Adherence will always be made to **Public Sector Procurement Regulations**.

Financial sustainability

The Library monitors commitment and spend across the materials (subscriptions, books and inter library loans) budget. Monthly reports from the Library Management System track all invoices over a certain value, and any subscriptions that have been paid above or below their forecast cost.

Annual financial authorisation for spend of the budget against suppliers is obtained from the Finance Committee. Budgetary authorisation for in-year spend against each budget must be obtained according to these thresholds:

- Information Specialists – up to £1,999
- Head of Library Digital Strategy, Research and Engagement - £2,000-9,999
- Director of Library and Educational Development - £30,000-49,999
- Secretary and Registrar - £50,000-249,999
- Finance Committee / Chief Financial Officer – above £250,000

Financial year end

Towards the end of the financial year and subject to the agreement of Finance, uncommitted funds across the Library materials budget may be released to action one-off strategic and tactical purchases of books or collections that will help build collection strength in a designated area, or address student needs (e.g. via NSS action plans).

9. University of Plymouth Research Collections

The Library manages and curates the University's **open access** collection of research outputs. These are delivered by the University repository, PEARL¹⁷. PEARL includes the following content,

- Records (metadata) for every item deposited in PEARL
- Associated files, including wherever possible, “full-text” of the outputs

PEARL is a digital archive for **unique research outputs** of the institution, including,

- PhD theses and Masters dissertations
- Preprint and author accepted manuscript versions of articles, books or book chapters
- Grey literature such as technical reports and working papers
- Datasets and other research material that underpin or are supplementary to published findings
- Practice based, digital and media rich research portfolios

PEARL also operates as a publishing platform for University produced journals and conference proceedings.

All material deposited in PEARL will be retained and preserved for at least 10 years from the date of deposit¹⁸.

10. Review and withdrawal of stock, and discontinuation of subscriptions

The Library's print collections will be reviewed regularly by Information Specialists to ensure that they remain relevant and reflect current academic programmes and research needs.

Damaged items may undergo repair to extend their usable life if they are deemed of value. Lost, missing or badly damaged items will be assessed for replacement, depending on continued

¹⁷ PEARL Home. Available from: <https://pearl.plymouth.ac.uk/> [accessed 13th January 2021]

¹⁸ See PEARL Policies for more detail. Available from:

https://plymouth.libguides.com/ld.php?content_id=19267114 [accessed 1st January 2021]

relevance, existing duplication, availability and cost. If replaced, an item may be acquired in a different (e.g. digital) format.

Metrics will be used to identify and help select print stock for withdrawal, or subscriptions to discontinue,

- For print materials, evidence of loan activity over the preceding 5 years will be used to identify stock for retention within the collection. Badly damaged items and items that have not been loaned during this period may be withdrawn
- For subscriptions, factors such as 3 year usage and cost trends, and evidence of value per usage, will be taken into account as well as feedback from academic staff
- Print subscriptions will be actively reviewed, replaced with electronic formats where they are available, and cancelled if there is no evidence of usage

Post cancellation access is in place for subscriptions to nearly all of our electronic journals, meaning that the University retains access to the content online, for the inclusive years of its subscription period.

Print stock for disposal will be offered to charity or if unsuitable for donation, recycled where possible.

11. Gifts and Donations

Conditions for the acceptance of gifts and donations

The Charles Seale-Hayne Library does not accept gifts or donations of modern and contemporary material due to space and resourcing constraints, unless it is of significant value in developing collection strength in areas identified as being of priority for teaching and research.

The Charles Seale-Hayne Library welcomes donations of unique, valuable or rare material that will complement or strengthen its general, research and Special Collections.

Donations will be assessed for their suitability, and alignment to the learning, teaching and research needs of the University. Any assessment of gifts and donations will be made by the relevant Information Specialist, and will consider,

1. The value of the donation, and its contribution to the overall strength of the collection, balanced against the costs of accessioning, cataloguing, processing, storing and preserving the material
2. The availability of physical space to store the material
3. The physical condition of the donated items
4. Whether the donation duplicates existing stock or is in an obsolete format

The Library reserves the right to accept or refuse prospective donations according to the guidelines and conditions outlined above.

The Library will usually disperse any donated material throughout the wider collection according to its classification. If large donations or bequests are accepted and the integrity of the donation is of consideration, funding may need to be secured, or a contribution from the donor or estate may be expected to cover associated cataloguing, processing, storage and preservation costs.

Ownership

The donor must confirm that they are the legal owner of the donated items and undertake to provide proof of ownership if requested by the University.

1. The donor agrees to do what is necessary to transfer ownership free of any other rights of the items to the University under the management of the Charles Seale-Hayne Library
2. The items are offered as absolute and unfettered gifts. The Library will not consider material for deposit under indefinite, temporary or superintendence loan agreements
3. The donor will legally assign copyright or other intellectual property rights to Plymouth University, where they are the sole rights holder of the deposited material
4. The University reserves the right on notice to the donor to return items to the donor if they are of no ongoing interest, to transfer them to a more appropriate place of deposit, or to otherwise dispose of them

The Charles Seale-Hayne *Donation Agreement* form can be found at **Appendix 2**. *Prospective donors must contact the Library in advance to discuss any potential donation*¹⁹.

Publication, reproduction and copyright

Where copyright has been legally assigned to the University of Plymouth by the donor, the University reserves the right to exploit any copyright or intellectual property in the item.

1. The Charles Seale-Hayne Library reserves the right to publish donated items, in whole or in part, in University of Plymouth publications, on the web, or by way of other electronic formats, either upon legal transfer of rights to the University by the donor, or in accordance with statutory provisions
2. Items may be required for exhibitions or to illustrate talks and lectures by the Charles Seale-Hayne Library or by other University of Plymouth staff. They may be displayed in original or copy form at the discretion of the Charles Seale-Hayne Library, unless otherwise stated in the donation agreement
3. Copyright of any lists, indices, taxonomy or research undertaken by the University or its staff of the donated content, belongs to the Charles Seale-Hayne Library

Access, Storage and Management

All donated items will be listed on the Library catalogue (Primo) as part of the Library's resource description programme and to enable discovery of the material. As part of accession and processing procedures, items will be marked with reference codes and tags for the purposes of identification, security and retrieval, and in such a way that it will not unnecessarily damage the material or alter its value.

1. The University will insure the item as a part of its own Library collection
2. Subject to statutory requirements such as the Data Protection Act, items will be made freely available to researchers, students and staff of the University, and to the public for study and research purposes in accordance with statutory provisions
3. Items will be stored and made available for consultation in an appropriately secure and suitable environment.

¹⁹ Please contact informationsspecialists@plymouth.ac.uk to initiate a discussion

- The Library may undertake appropriate measures of preservation and conservation and reserves the right to make copies in any format, or withhold access to items in a fragile condition until suitable remedial action has been undertaken

Disposal of unwanted gifts / donations

As part of the selection and accessioning process, the Library may dispose of certain items within a donation that do not meet requirements.

- The Library reserves the right to dispose of donations or gifts no longer required, that do not meet the teaching, learning or research needs of the institution, or are in poor physical condition, by any method
- Ethical disposal (donation to charities, other archives or collections, to academic staff or students of the institution; and recycling), or sale of unwanted materials, will be considered wherever appropriate
- Sensitive materials will be disposed of appropriately, and in accordance with the requirements of the Data Protection Act

Version	Contributors	Details	Date
0.1 Draft	JLH	Initial draft	15 th January 2021
0.1.2 Draft	AS, KD, TW, JLH	Revised draft	26 th February 2021
0.2 Draft	Information Specialists, LC, SB, JLH	Revised draft: title changed, and changes made to sections 5 and 8	9 th March 2021
0.3 Draft	KD, JLH	Section on Special Collections removed – will be referenced as a separate policy	16 th March 2021
0.4 Draft	JLH	Appendix 1 added and finalisations to document made	6 th May 2021
0.5 Final	JLH	Document revised in light of new <i>Special Collections Policy</i> , and donation procedures	20 th August 2021
0.6 Published	JLH	Document finalised and signed off by UTLQC 6 th Sept 2021	6 th October 2021

Appendix 1: Subject Areas within the Collection and Corresponding Dewey Classmarks

Subject	Shelfmark	Floor
Psychology	150	2
Anthropology	301	2
Sociology	301	2
Early Childhood Studies	305.23	2
Urban Geography	307.7	2
Politics	320	2
Economics	330	2
Environmental Sciences	333	2
Marine Conservation	333.956	2
Event Management	338.4791	2
Tourism	338.4791	2
Law and Criminal Justice	340	2
Social Work	360	2
Education	370	2
Shipping and Maritime	387.5	2
Languages	400	2
Computer Sciences	003	2
Publishing	070.5	2
Mathematics	510	1
Chemistry	540	1
Physical Geography	550	1
Oceanography	551.46	1
Meteorology, Climatology and Weather	551.5	1
Biology	570	1
Marine Biology	574	1
Ecology	577	1

Plant Biology	580	1
Zoology	590	1
Physiology	612	1
Clinical Psychology	616.89	1
Dentistry	617.6	1
Nursing and Midwifery		1
Engineering and Electronics	620	0
Maritime Navigation	623.89	0
Hospitality	647.94	0
Finance and Accounting	657	0
Business, Management and Marketing	658	0
Art and Design	700	0
Town Planning	710	0
Building and Architecture	720	0
Music	780	0
Theatre	790	0
Dance	792.8	0
Game Design	794.8	0
Literature	800	0
Urban Geography	910	0

Appendix 2: Charles Seale Hayne Donation Agreement Form



**UNIVERSITY OF
PLYMOUTH**

The Charles Seale-Hayne Library, University of Plymouth, Drake
Circus, Plymouth PL4 8AA

Agreement for Donation of Records or Special Collections to the Charles Seale-Hayne Library, University of Plymouth

This agreement is made between the Charles Seale-Hayne Library, University of Plymouth
and

Name: (the donor)

Address:

Post code:

Telephone: Email:

The following material: (the gifted material)

This gift is freely made according to the Charles Seale-Hayne Library's **Conditions for the acceptance of gifts and donations** to which I have agreed. Any specific limiting conditions are stated below:

Signed by donor: Date:

Signed on behalf of Date:
University of Plymouth: