


Library

Collection Development Policy



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Executive Summary

- This Collection Development Policy establishes the criteria by which additions to the Library's print and electronic collections are assessed and selected, and the procedures the Library will follow when considering resources for purchase. It will be reviewed on an annual basis.
- Our collecting areas will reflect the learning and teaching disciplines and interests of the Glasgow School of Art community and, where appropriate, its industry partners. We will also strive to develop and maintain collections that address the broader research interests and needs of the GSA community.
- We shall strive to address our collections to members of the undergraduate, postgraduate, teaching and research communities within the School.
- The selection of resources for the collection will be undertaken by professionally qualified staff. We will provide mechanisms to allow members of the GSA community to submit purchase suggestions.
- We will aim to purchase most titles by or about current or past members of the GSA community in order to reflect the School's institutional history.
- We will encourage feedback on our collections from all members of the GSA community. Where appropriate, subsequent collection development and resource selection will be informed by this feedback.
- We will aim to develop the collection in an equitable manner between GSA subject disciplines.
- We will generally seek to achieve best value in our purchasing decisions in order to maximise return from budget.

- The Library will maintain a subscription list of journals, serials and magazines within the School's main subject disciplines and appropriate complementary subjects. We will also provide access to and develop a collection of online resources.
- The Library will accept donations where appropriate. We reserve the right of future disposal of any donated titles. We will not normally accept conditional donations or loans.
- The Library has a duty to ensure its collections remain relevant, current and accessible. To this end we may routinely select individual titles for disposal, or periodically audit the collection to identify larger areas for weeding.

Collection Development Policy

1. Introduction

The Glasgow School of Art Library recognises its responsibilities and obligations to its unique collections. We recognise our duty to store, conserve and develop our collections for both current and future generations of students and researchers, and our responsibility to make them accessible in an equitable manner.

This Collection Development Policy establishes the criteria by which additions to the Library's print and electronic collections are assessed and selected, and the procedures the Library will follow when considering resources for purchase. It will be reviewed on an annual basis.

The Library will develop its collections in order to support the information and research needs of the students, staff and researchers of the Glasgow School of Art. They will address curriculum support, research, learning and teaching, and the business of the School and its industry partners.

This Collection Development Policy covers both print and electronic information resources. It does not cover the Library's computing or software resources, which are subject to other development strategies.

1.1. Our Mission

Our vision is to deliver an excellent, cost-effective service that allows easy, inclusive access to the high quality information resources, facilities and services that our students, researchers and staff require.

We will forge partnerships within and beyond the School to support and realise our strategic goals. Within Learning Resources we will promote a culture of innovation and flexibility and a commitment to our service goals and to professional growth and development.

2. Resource Selection

2.1. Our Collecting Areas

Our collecting areas will reflect the learning and teaching disciplines and interests of the Glasgow School of Art community and, where appropriate, its industry partners.

We will also strive to develop and maintain collections that address the broader research interests and needs of the GSA community, whilst remaining alert to the increasingly interdisciplinary nature of research activity.

We will also aim to develop and maintain collections in complementary subjects and disciplines, to offer our staff and students a broader base to their learning and teaching. We will strive to do this where it does not duplicate collections held by other local institutions to which the GSA community has easy access.

We will also provide access to the standard reference works required by our staff and students.

2.2. Levels of Treatment

We will develop and maintain collections that address the learning, teaching and research needs of the entire GSA community, whatever the level of study. In particular we shall strive to address our collections to members of the undergraduate, postgraduate, teaching and research communities within the School.

2.3. Academic Liaison Librarians

The selection of resources for the collection will be undertaken by professional Librarians using their subject knowledge and their knowledge of the learning, teaching and research requirements of the School.

Our Librarians will remain alert to current developments, research activities and emerging field of study within their subject areas. They will consult catalogues from publishers and booksellers on a regular basis. They may also liaise with staff and students from time to time with the aim of further developing our collections.

2.4. Selection Criteria

The following factors will be taken into account when considering print titles for purchase. The list is not exhaustive, and other factors may be considered as part of any selection process. The list is not arranged in any particular order of importance.

- Price
- Author authority
- Publisher reputation
- Currency of content
- Relevance to GSA subject and research disciplines
- Relevance to GSA learning, teaching and research strategies
- Recommended or required reading at GSA
- Presence of bibliographies, indexes and references
- Uniqueness of content
- Quality of illustrations and plates
- Edition
- Local availability in other libraries

In conjunction with these criteria, the Librarians may also refer to book reviews in the professional press. They may also consider whether a particular title fills an identified gap within the existing collection.

In addition to those criteria outlined above, other factors may be considered when assessing journals for purchase or subscription. These may include:

- Whether the journal is peer reviewed
- Whether the journal is indexed on one of the bibliographic databases to which the Library subscribes

Because of the unique nature of the School's subject disciplines, it is accepted that citation rankings and e-metrics are not often appropriate measures for judging or evaluating journals.

Suggestions for journal subscriptions will be accepted from both academic staff and the student body. However, due to the ongoing cost burden to the Library of subscriptions, any titles added to the subscription list will be expected to be cost-neutral (replacing other journals that are being concurrently removed from the list)

2.5. Editions

It is not generally Library policy to automatically replace earlier editions with subsequent editions of titles. This is due to the unique nature of art and design publications where information is not generally superseded in a way that remains true for the sciences. Technical publications, manuals, legislation, contracts, standards and professional guidelines in the subjects of architecture and building will generally be replaced by newer editions when they become available.

However, where a subsequent edition of a title is specifically requested, it will be considered using the same criteria as for any other title. If a newer edition than is held in stock appears on a reading list as either a recommended or required reading, a copy of the newer edition will generally be purchased, although the Library reserves the right to refer people to any earlier edition for budgetary reasons.

2.6. Legal Compliance

The Library recognises its duty to hold collections that stimulate debate and challenge accepted norms. However, the Library also operates within a legal framework and has certain obligations and legislation it must comply with. To this end, it may be necessary to turn down purchase suggestions on rare occasions in order to comply with current UK legislation.

In very rare instances it may be necessary to impose specific circulation regimes and conditions upon a title if it is known to contain material that could have a detrimental impact upon those to whom the Library owes a duty of care.

2.7. Foreign Language Titles

The Library recognises the international make-up of the GSA community, as well as the School's internationalisation strategies. To that end, foreign language titles will be added to stock, especially if accompanied by good illustrations.

This may particularly be the case for exhibition catalogues published by institutions abroad. Where a choice is available, a title with a parallel text in English will be preferred, though a lack of English text will not bar a title from being considered for purchase.

We will also strive to purchase materials that support the learning and practice of different languages within the GSA student body.

2.8. Alternative Formats

We will always try to ensure that readers are not disadvantaged in their use of our collections because of disability. The Librarians will provide the first point of contact

within the Library when readers require key texts in alternative formats.

Our provision of alternative formats will be informed by the particular requirements of each reader. The Librarians will discuss individual requirements with each reader and attempt to source alternative formats that satisfy these requirements.

It is accepted that in some instances, providing electronic versions of texts may not be the most appropriate solution. In several cases it may prove more beneficial to the reader to receive advice, guidance and training in the use of accessibility software and facilities available in the Library.

The Librarians will decide between the supply options available to the Library. Depending on the text in question, these options may include:

- Purchasing an electronic copy of the text direct from the publisher, with contact details sourced from the Publisher Lookup UKⁱ service. These are usually supplied in PDF format, and the reader may be required to sign an agreement with the publisher.
- Purchasing an electronic copy of a title via an e-book hosting platform.
- Purchasing audio or electronic versions of newspaper and magazine articles via the National Talking Newspapers and Magazines serviceⁱⁱ.
- Accessing an electronic copy of a text or journal article via one of the Library's subscribed full-text databases.
- Scanning a print version owned by the Library under the terms and conditions of the CLA scanning licence for Higher Educationⁱⁱⁱ.
- Providing large text versions via enlargement photocopies, subject to copyright

ⁱ Publisher Lookup UK service <http://www.publisherlookup.org.uk/>

ⁱⁱ National Talking Newspapers and Magazines service <http://www.tnauk.org.uk/>

ⁱⁱⁱ Copyright Licensing Authority <http://www.cla.co.uk/>

restrictions.

- Referring readers to the RNIB National Library Service for audio books, Braille and large print.

Our ability to supply an alternative format is likely to be dependent on several factors, including:

- Policies of the publisher in question
- Systems and infrastructure of the publisher in question
- Licensing and copyright restrictions
- Date of publication, particularly if pre-2000
- Cost

The Library will be heavily dependent on third parties such as publishers when sourcing and providing alternative formats. We will endeavor to supply alternative formats in a timely manner; however, we cannot accept responsibility for failing to supply titles within a specified period, due to this reliance on third parties. Also, the Library cannot accept responsibility for failing to supply an alternative format where this results from the actions or inaction of third parties.

2.9. Purchase Suggestions

We will provide mechanisms to allow members of the GSA community to make purchase suggestions direct to the Librarians. These suggestions will then be considered by the Librarians, and titles purchased where appropriate.

Purchase suggestion forms will be made available at the Library Service Desk. The Librarians may seek clarification or further information from the requester where necessary, and reserve the right to reject purchase suggestions where the information provided is very limited or difficult to interpret. Purchase suggestion forms will also be made available in electronic format on the Library website.

We undertake to inform the requester of the outcome of their purchase suggestion within a reasonable timescale.

The Library cannot guarantee to have the requested titles in stock within any given timescale as we rely on the services of our book suppliers. Any purchase requests should be submitted in good time by the requester.

We strive to satisfy as many purchase suggestions that meet our selection criteria as we can. However:

- The Library reserves the right to reject any purchase suggestion where the suggested resource does not meet the purchase criteria outlined in this collection development policy.
- Similarly, the Library reserves the right to reject any purchase suggestion for budgetary reasons.
- Similarly, the Library reserves the right to reject any purchase suggestion where the suggested title is unlikely to be of subsequent interest to a sufficient number of others GSA students or staff members.
- Furthermore, where suggested resources are available in other libraries within the local area that can be easily accessed by GSA staff, students and researchers, purchase suggestions may be rejected and the requester referred to these other libraries. This does not apply when the requester has a disability that makes it difficult for them to access other libraries.

Where purchase suggestions are refused and the suggested titles are not easily available locally, inter-library loan may be offered as an alternative option to the requester.

2.10. Feedback

We will encourage feedback on our collections from all members of the GSA community through comments forms or the Annual Learning Resources Survey.

Where appropriate, subsequent collection development and resource selection will be informed by this feedback, particularly if it identifies areas that could be improved or gaps that could be filled.

We will strive to develop our collections in a way that directly reflects the feedback we receive. However, the Library reserves the right not to act on feedback for budgetary reasons or where it runs contrary to the collection development criteria established in this policy.

2.11. Priority Collecting Areas

The Librarians may, where appropriate, identify priority collecting areas from time to time, where budget allows and where there is an identified need. Priority collecting areas will be identified through the Librarians' own knowledge of gaps or weaknesses in the collection, or through formal or informal liaison and discussions with members of the GSA community. Priority collecting areas will be established to fill identified gaps in the collection or to respond to developing avenues of practice and research.

2.12. Academic Recommendation

We will generally strive to purchase titles suggested by the School's academic staff, especially where these titles are required to support learning, teaching and research. The Librarians will encourage members of academic staff to contact them with purchase recommendations so that they can be considered for purchase.

The Library reserves the right to refuse purchase recommendations for budgetary reasons or if a title falls outside of our usual collecting areas and is easily accessible in other local libraries. Where recommendations are refused we will generally strive

to recommend alternative titles or to develop a means of prioritizing the purchasing of titles with the member of academic staff.

3. Collections and Access

3.1. Accessing Our Collections

We develop and maintain our collections for the benefit of GSA students, staff and researchers, and for the wider research and academic community at large. There will be a general presumption of access for anyone with a bone fide research need wherever this is practicable.

In particular, access will be assured to anyone wishing to view items deposited in the collections which come with covenants guaranteeing access (e.g. particular bequests or donations, or material purchased with the help of external funders).

Access to external visitors will be granted on a reference only basis. External visitors wishing to borrow from the Library's lending collection can apply to join the Library's External Borrowers Scheme.

The Library reserves the right to restrict or refuse access to particularly rare, valuable or fragile items, and especially to items within Special Collections. All readers, whether from GSA or external, must apply in advance to the Librarians to consult these items. Consultation of these items will be subject to invigilation by Library staff.

Due to network security issues and the terms and conditions of licence agreements with data suppliers, the Library cannot provide access to its computing facilities or online resources to external visitors and researchers.

3.2. Lending

The Library will provide, develop and maintain a Lending Collection that supports and reflects the teaching, learning and research interests and strategies of the School. The Librarians will keep the collection under continuous review in order to ensure that it remains current, reliable and useful for the GSA community. They will also balance this need for currency with the need to ensure the collection remains balanced and rounded in the long term.

The collection will include titles on the core disciplines taught and studied in the School, but will also include other disciplines that complement these core subjects.

3.3. Research Support

The Library will provide and maintain a Research Support Collection, comprising standard reference works that are in high demand and are regularly consulted. The collection will include:

- Dictionaries
- Encyclopedias
- Directories
- Professional guidelines
- Technical literature
- Concordances
- Almanacs
- Bibliographies
- Indexes
- Gazetteers
- Thesauri

This list is not exhaustive, and any publication may be considered for inclusion in the Research Support Collection, where demand proves sufficiently high.

The Librarians will periodically assess and weed the collection to ensure it remains up-to-date. Where titles are superseded by newer editions, previous editions may be disposed of, moved to the Bookstore, or subsumed into the Lending Collection.

3.4. DVD and Video

The Library will develop and maintain a video and DVD collection of audiovisual material. This will include commercially available studio films, world cinema, documentaries, technical instructional films, and (subject to budgetary constraints) artists' films. The Library will provide hardware necessary for the viewing of these titles within the Library.

Where different formats of a title are available (e.g. video and DVD) the newest and more recent format will be preferred.

In the case of DVD titles, Region 2 compatibility will be preferred. However, the availability only of Region 1 format will not militate against the purchase of a title.

In the case of foreign language titles, versions providing English language subtitling will be preferred. However, the absence of this subtitling will not necessarily militate against the purchase of a title.

The Library will normally only consider purchasing DVD or video titles through a one-off purchase price. It would not normally consider purchasing titles through a licensing model.

The Library will also develop and maintain a collection of off-air television recordings from both the terrestrial and digital television channels to which it has access. It will do this under the terms of the Educational Recording Agency licence. Where the recording of a programme contravenes the terms of this licence, the Library will not record the programme under any circumstance.

3.5. Artists' Books

The Library has a superb and comprehensive collection of artists' books built up over a number of years, featuring examples of work by internationally important artists such as Doug Aitken, Angela Bulloch, Olafur Eliasson, David Shrigley, Ian Hamilton Finlay, Peter Greenaway, Mike Nelson, and Thomas A. Clark.

Artists' books can come in many varied forms and structures. They are books conceived and designed by artists, rather than books written on or about artists, and are generally produced through reprographic means for mass distribution.

The Librarians will continue to proactively develop the Library's Artists' Books Collection. Their decisions will be informed by definitions of the medium outlined by Chappell^{iv}. Artists' books will be generally considered to be publications designed for mass distribution, and expensive fine press titles will not normally be purchased for budgetary reasons.

The Librarians will positively encourage members of the GSA community to submit their own artists' books for inclusion in the collection.

Artists' books will be held in the Library's Reference Collections, catalogued to an in-house standard based upon White *et al.*^v

3.6. Dissertations and Theses

The Library will provide access to past dissertations, theses and extended essays written by the School's staff and students as part of the formal requirements for their courses of study. These titles will be made available on a reference basis.

^{iv} Chappell, Duncan 'Typologising the artist's book', *Art Libraries Journal* 28 (4), 2003, pp.12-20.

^v White, Maria, Perratt, Patrick and Lawes, Liz *Artists' books: a cataloguers' manual*. London: Art Libraries Society UK & Ireland, 2006.

Where the author has placed a timed embargo on a title, the Library will respect this and will refer any requests to the author in the first instance until such time as the embargo has passed. An author may request an embargo for a maximum of 3 years from deposit.

The Library cannot be held responsible for supplying access to works it has not received from other GSA departments or Schools.

PhD theses remain the property of the University of Glasgow, with a copy lodged permanently with the University Library, and a second copy placed on long-term loan with Glasgow School of Art Library. Enquires regarding theses lodged with the University Library should be directed to Harry Panagiotokopoulos, Acquisitions Department at books@lib.gla.ac.uk

The Library may also purchase external dissertations and theses upon request, where these are available through the usual channels and where onerous copyright or embargo restrictions would not hamper their use. These titles will be made available on a reference basis.

3.7. Fiction and Graphic Fiction

The Library will maintain fiction collections to supplement holdings in its main collecting areas. The focus of this collection will be on both supporting academic study and research and reading for leisure. Fiction and graphic fiction titles will generally sit outside of the classification sequences used elsewhere in the Library and will normally be arranged alphabetically by author.

3.8. Journals

The Library will maintain a subscription list of journals, serials and magazines within the School's main subject disciplines and appropriate complementary subjects. The

Library will maintain and provide access to backfiles and archives of past issues of the journals to which it subscribes.

The Library will periodically review its print holdings of journals to take into account the increasing availability of back issues online. In some future instances this may result in the disposal of print copy in favour of online copy. It is accepted that there are particular considerations to take into account when making these kinds of decision in an art and design context (e.g. the superiority of print illustrative material over digital).

The Library will continue to monitor developments in collaborative storage, and may consider underused backfile runs for off-site storage in collaborative facilities in the future.

4. Donations

4.1. Acceptance

The Library may accept donations of stock from individuals or other institutions from time to time. Discussions with potential donors will normally occur before titles are accepted. Items for discussion will typically include access, storage, conservation and cataloguing requirements, copyright and disposal rights. The acceptance of any titles in the collection will normally be subject to formal written acceptance.

The criteria for the acceptance of donations include the following:

- Fills identified gaps in the collection
- Fills gaps in journal or directory runs
- Addresses a priority collecting area
- Strongly recommended for retention by academic staff
- Addresses a developing area of research or study activity
- Items are of sufficient rarity or value that the Library would be unlikely to be able to purchase them were they to be required by future researchers or students

This list is not exhaustive and the Library reserves the right to accept donations wherever it feels it is appropriate to do so.

When assessing donations for inclusion in the collection, the Librarians will consider both current needs and constraints and the requirement to develop collections that remain rounded and balanced in the long term.

In some instance, the Librarians may liaise with members of academic staff when assessing donations for inclusion in the collection.

4.2. Decline

When considering donations for inclusion in its collections, the Library must carefully consider several factors. Reasons for the decline of donations may include the following:

- Space constraints
- Condition of items is so poor that they would remain unusable without conservation that cannot be currently afforded
- Donor seeks to place access restrictions on items that cannot be accommodated within the Library's normal working practice or that are at odds with its mission
- Items fall outside of normal collecting areas
- Items run contrary to policies outlined in this collection development policy
- Items come with conditions attached

This list is not exhaustive and the Library reserves the right to decline donations wherever it feels it is appropriate to do so.

4.3. Referral

Where donations are declined, the Librarians will strive to put the donor in touch with other holders of collections to which the titles are better suited.

4.4. Conditional Donations

The Library will not normally consider donations that come with conditions on use or access. Nor would the Library usually consider donations that could not be subsumed within its pre-existing collections. The Library will not normally consider accepting titles into its collection on either a long- or short-term loan basis.

4.5. Loans

In certain instances we may consider lending items in our collection to exhibitions and other events. We will normally only do so when the security of the loans can be assured and where the loan does not disadvantage our own users. We will carefully consider the physical condition of any requested items before a loan is agreed. Any loans from our collections will be subject to a formal loan agreement and the borrower will agree to indemnify us for any loss. Loan agreement documentation will be kept for 1 year after the return of the loaned items, in accordance with the Library's Freedom of Information publication scheme.

4.6. Transfer of Ownership

By donating items to the Library, the donor transfers ownership of those items to the Glasgow School of Art and its successors in perpetuity. A donation indicates the permanent transfer of ownership and all associated rights and responsibilities to the Glasgow School of Art.

By donating items to the Library, the donor agrees to forego any right to request the return of donated items at any point in the future. The Library reserves the right to use donated items in any way it sees fit, as well as the right to dispose of any items in the future.

5. Stock Disposal

The Library has a duty to ensure its collections remain relevant, current and accessible. To this end it may routinely select individual titles for disposal, or periodically audit the collection to identify larger areas for weeding.

It is accepted that within an art, design and architecture context, information cannot always be said to have become out-of-date or superseded, and that some titles may have research relevance in the future where current relevance is limited.

5.1. Disposal Criteria

The following criteria may be applied when considering titles for disposal:

- Information has been superseded by other titles
- Information has been superseded by newer editions of the title in question
- Title is damaged and is beyond repair
- Title is a duplicate copy
- Title is rarely used
- Online copy now available via a perpetual access model

This list is not exhaustive and the Library reserves the right to apply other criteria when making disposal decision.

5.2. Academic Liaison

The Librarians may liaise with academic staff prior to stock disposal in order to elicit opinions and feedback, though the Library reserves the right to dispose of titles wherever it views this as appropriate.

5.3. Modes of Disposal

In general, items will be withdrawn and disposed of according to guidelines established by the Art Libraries Society UK & Ireland^{vi}.

Titles identified for disposal and withdrawn from the collection will normally be offered for sale to GSA staff and students through a periodic book sale, or else offered to other appropriate libraries and institutions. However, the Library reserves the right to dispose of titles in any way it deems appropriate, including destruction if the title is of no value or is in very poor condition.

The potential value of withdrawn items will be checked, with valuable titles offered for sale to commercial booksellers or through online channels in order to maximise return for the School.

Items identified for withdrawal and subsequently offered to other institutions, or to other departments within GSA, will be subject to deaccessioning documentation. Deaccession documents will be retained for a period of 1 year in line with the Library's Freedom of Information publication scheme.

5.4. Scottish Collaborative Print Retention

The Library is a signatory of the collaborative print retention policy for Scotland, jointly adopted by the Scottish Confederation of University and Research Libraries, the National Library of Scotland, and the Scottish Library and Information Council. When removing items from stock, the Library will strive to ensure that material published in Scotland or relating to Scottish language, history, culture and interest remains available within Scotland. To this end, it will offer any unique Scottish material to the National Library of Scotland in the first instance, and other appropriate institutions in the second instance, before disposal. The Library will also

^{vi} Art Libraries Society UK & Ireland *Guidelines on stock disposal*. London: ARLIS, 2000. Available at <http://www.arlis.org.uk/publ/stoc.html> (Checked 20 November 2007).

strive to ensure that it does not dispose of other non-Scottish unique titles, without first offering them to other institutions.

5.5. Repairs and Replacements

Damaged items may be identified for disposal, although well-used titles will normally be replaced with new copies. Some damaged items may be selected for external rebinding and repair rather than disposal if replacement copies are not available and the titles in question have continued relevance to the collection.

6. Online Resources

6.1. Included and Excluded Resources

For the purposes of this collection development policy the term electronic resources includes the following:

- Full-text databases
- Citation and abstract databases
- Reference databases (such as dictionaries and encyclopaedias)
- e-Books
- e-Journals
- CD-ROMs
- Imagebanks
- Maps
- Videobanks
- Audio files
- Websites
- Resource discovery tools
- Aggregation services

This is not an exhaustive list and other resource types and formats may also fall within the scope of the term.

DVDs and videos will generally not be considered electronic resources for the purposes of collection development and will normally be assessed against the criteria established elsewhere in this collection development policy.

Software and other computing applications will normally fall outside the remit of this collection development policy.

6.2. Resource Selection

The Librarians will normally identify electronic resources for addition to the Library collection through in-depth subject knowledge and critical judgement. They will also apply their understanding of user demand and needs, and their knowledge of GSA learning, teaching and research practice and strategic objectives. For some resources they may seek the opinions of academic staff - this may involve setting up trials of particular resources for certain time periods, in order to allow academic staff to use the resource and provide feedback. Appropriate feedback and communication channels will be maintained during these trials.

To ensure the high quality of learning resources provided by the Library, all electronic resources, regardless of type or format, will be assessed against certain criteria and weighted accordingly before acquisition. In cases where competing resources are available, the merits of each respective resource may be assessed using the JISC Academic Database Assessment Tool^{vii}.

For access reasons, online resources will generally be favoured over other formats such as CD-ROM, though it is accepted that some resources will not be available in the preferred format.

The Library would not normally consider purchasing from its own budget electronic resources that can be defined as teaching applications rather than learning resources. It is Library policy only to purchase electronic resources that can be accessed within the Library itself or through remote networks via access management systems. These networks may be unsecured (such as the World Wide Web), or secured (such as the Virtual Learning Environment). The Library would not normally purchase from its own budget electronic resources that are solely available elsewhere (for example, within teaching units), even when those resources meet the selection criteria outlined in this collection development policy.

^{vii} JISC Academic Database Assessment Tool. Available at <http://www.jisc-adat.com/adat/home.pl> (Checked 20 November 2007).

Resources that provide full-text content will generally be weighted higher than equivalent resources that only provide abstracts or citations. However, it is accepted that in many GSA subject areas full-text will not be available and that citation or abstract databases are invaluable.

In all purchase considerations, relevance to the subject portfolio of the School will carry significant weight. In particular, where there is no clear difference between reasons to purchase and reasons to reject, the final decision will normally rest with subject relevance. Opinions on subject relevance may be sought from academic staff, and will normally always be sought in cases where there is no clear distance between reasons to purchase and reasons to reject.

6.3 Open Access Resources

Where appropriate, the Library will also index open access electronic journals in the Library Catalogue to aid resource discovery. These journals will generally be born digital, with no print equivalent. Decisions on catalogue inclusion will be made by the Librarians, with particular attention being given to the presence of peer review mechanisms

6.4. Audit and Termination

Electronic resources are subject to continuous change. Content may increase, or else decrease or change in scope. The Library may undertake periodic audits of its electronic resources collection to ensure that all resources remain useful and justified. Audits may also be used to identify subject gaps in the collection and to help prioritise future purchases.

Electronic resources are generally not purchased outright, but are licensed for use for a set period of time. Following a collections audit, or at any other time, the Library reserves the right to discontinue its subscription to any electronic resource.

The Library may decide to discontinue its subscription for the following reasons:

- A substantial increase in cost.
- A substantial decrease in content or drop in content quality.
- Changes to the licence agreement, and particularly changes to use.
- A better competing product comes onto the market.
- Changes to modes of access and access permissions.
- Usage statistics show that the resource is rarely used, even after marketing.

This is not an exhaustive list and other factors and considerations may come into play.

Notice will normally be given and consideration made to the impact on teaching and study if a resource has been identified for discontinuation. Particular consideration will be given to cases where discontinuing the current subscription will also remove access to all backdated content. Particular consideration will also be given to cases where licence agreements necessitate the removal of all downloaded content from teaching materials upon the discontinuation of a subscription.

The Library will generally consult with academic staff before discontinuing a subscription, though it reserves the right of final comment.

6.5. Access to Online Resources

Access to electronic resources will generally be made available to all current staff and students of Glasgow School of Art.

The means of access will normally depend on the resource in question. In all purchase considerations, the mode of access will carry significant weight. Low weightings will generally be given to resources that only provide single sign-on, whilst high weightings will generally be applied for resources that provide for multi-user sign on. The weighting hierarchy from low to high will be as follows:

Resources that restrict access to on-campus will generally receive a lower weighting. Similarly, resources that restrict access to particular subsets of users will also generally receive a lower weighting. In general, the Library will favour resources that allow access to the entire School community.

6.6. Terms and Conditions

The Library will strive to provide clear and easy-to-understand advice to its readers on the terms and conditions of each subscribed electronic resource. This will outline what can and cannot be done with the resource and its content. It is the responsibility to individual readers to comply with these terms and conditions.

7. Achieving Best Value

7.1. Print Resources

The Library will seek to achieve best value in their purchasing decisions to maximise return from budget. This may include purchasing from book suppliers that offer added value services, such as processing, that save on staff costs. The Library participates in the Scottish Consortium for Academic Book Supply (SCABS) and Scotland & Northern Ireland Periodical Supply (SNIPES) consortia, which provide for discounted purchasing from book and journal suppliers selected through tender.

It is generally library policy to purchase paperback editions of print titles in preference to hardback editions in order to maximise return from budget. However, hardback editions may be purchased when a paperback edition is unlikely to be published (or will not be published for a considerable time), or if the title is likely to be sufficiently used that paperback editions are likely to be easily damaged.

The Library will periodically employ business management systems to analyse the usage and borrowing patterns of its collections, and this will inform disposal and purchasing decisions.

7.2. Online Resources

Online resources will normally be purchased via UK academic consortia agreements such as JISC Collections wherever these are available. The Library also participates in the Scottish Higher Education Digital Library consortia.

Usage statistics will be harvested and analysed where available. Data relating to an individual's use of electronic resources will not be collected, but average usage and

trends will be monitored and will inform marketing initiatives and retention or termination decisions. In particular, the Library may compile cost-per-use data for its online resources to identify underperforming resources that could potentially be replaced with other better-used resources.

Where electronic subscriptions are bundled with print subscriptions and are offered at no additional cost above the print subscription cost, the Library will strive to activate electronic access and make this available to readers. The Library reserves the right to discontinue print subscriptions in favour of electronic subscriptions where these are substantially less expensive and provide better return on investment. In particular, the Library reserves the right to migrate print journal subscriptions to purely online access, or to purchase electronic versions of books in preference to print.