



Operational Collection Collection Development Plan

Background:

The purpose of this collection is to efficiently supply users with the content they need most often for learning and for research. The assumption is that most users wish to access most content electronically if possible. The collection is supported by open access and freely available electronic content as well as InterLibrary Loans (ILL) for unavailable items.

1. What does it contain:

- Electronic items where the Library has:
 - Bought a perpetual licence to maintain perpetual access
 - Made the content available via Demand-driven or Evidence-based purchasing models
 - An ongoing subscription
- Print items that are
 - On an active Reading List (Definition = on a reading list submitted to the Library in the last 3 years)
 - In regular use (Definition = borrowed in the last 3 years)
 - Newly purchased for the collection (Definition = requested via user requests, bought in the last 5 years)

2. Location:

- Physical items are located in the Information Commons (IC), except
 - Individual requests from staff or students in Medicine, Dentistry and Health (MDH) departments which are located in Royal Hallamshire Hospital (RHH)
- Duplicate reading list items for MDH departments will be held in RHH

3. Metadata & Discovery

- Items will be discoverable on the library catalogue, StarPlus
- Physical items will be Dewey Decimal Classification (DDC) classified in accordance with sector standards

NB Items will be discoverable via StarPlus where the supplier provides standardised metadata that works with Library systems. For some resources and specialist databases it will be necessary to navigate to the relevant platform to have the ability to search at individual item level.

4. Selection of new items:

- E-First
 - Non-reading list items: The cheapest licence

- Reading list items: Criteria (see [here](#))
- All general requests will join this collection (i.e those not specific selected for a cultural collection)
- Print items
 - Non-reading list: one copy
 - Key Reading: one copy per ten students, up to a maximum of ten
- Reading list items requested by MDH will be duplicated in the RHH Operational Collection
- High Demand
 - EBooks: automatic purchase of extra, wider licences (triggered by access denial reports)
 - Print Books: automatic purchase of extra copies (triggered by StarPlus requests)
- Guidance on requesting new subscriptions and large purchases [[link to C&C website](#)]

5. Relegation/Withdrawal

- Ebooks will be withdrawn from Starplus:
 - when they are superseded by newer editions
- EJournals will not be routinely withdrawn, unless a decision is taken by library staff that they are impeding discovery

NB Publishers sometimes withdraw electronic content from platforms for commercial reasons. The Library will take all reasonable steps to contest this practice, but there may be instances where access is lost not as a result of an active collection management decision by the Library.

The library will retain perpetual access to withdrawn titles and they may still appear on publisher managed platforms

- Print Books will be withdrawn from the collection
 - when they are superseded by newer editions
 - when they fulfil all of the following criteria
 - No longer on an active reading list
 - No usage in the last 3 years
 - Not added to stock within the last 5 years

Duplicate copies will be sent for ethical disposal

Last copies of items will be relegated to the Western Bank Library collections

- Subscription cancellation criteria available here [[link to C&C Webpage](#)]

6. Review of Criteria

- The criteria will be reviewed annually by the Library Collections Advisory Group and changes communicated to Faculty L&T Committees