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# **Collection Development Policy**

## **The University Library at the University of Borås**



UNIVERSITY  
OF BORÅS

# Collection Development Policy

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# Introduction

This collection development policy is intended to describe the guiding principles for acquisitions activity as well as to document how acquisitions are organised and monitored; therefore, it should serve as a working tool for library staff. The work of collection development at the library is based on legal guidelines and the University of Borås's (HB, for its initials in Swedish) guiding documents.

Guiding all of the university's activities are the vision and mission of the university. The University of Borås's vision, that what we want to achieve in the future, is to be "the third university in western Sweden" and its mission, that which describes our objective and why we exist, is "science for the professions." As part of realising the vision of becoming the third university in western Sweden, HB aims to be a complete and autonomous (independent) 60/40 university with students at the centre.

According to Chapter 3. § 1 of the Vice-Chancellor's organisational and decision-making order (ROB, for its initials in Swedish), the university library shall support scientific research and development, education, and higher studies within the university.

## University organisation and subject areas

The university is organised into three Faculties and the section for Professional Services. Within the Faculties, education and research activities are conducted in a number of areas.

The university's educational programmes span a large number of subjects:

- Library and Information Science
- Business and IT
- Education and teacher education
- Technology and engineering education
- Textiles and fashion
- Health Sciences

The university's research profile is as follows:

- Library and Information Science
- Business and IT
- Sustainable health care development
- Teacher education and the profession of pedagogy
- Resource Recovery
- Textiles & fashion

Of these profiles, HB has rights to grant doctoral degrees in the following areas:

- Library and Information Science
- Resource Recovery
- Textiles and fashion (general degree)
- Textiles and fashion (artistic degree)

- The Human Perspective in Care

The university's profile has a highlighted position within library acquisitions work.

At HB, there are also six centres that are strategically important for interaction with society at large.

- Centre for Working Life and Science (CAV)
- Centre for Sustainable Society Development (CHSB)
- Centre for Cultural Policy Research
- Centre for Welfare Studies (CVS)
- PreHospiten - Centre for Prehospital Research
- SIIR - Swedish Institute for Innovative Retailing

## **The University Library's acquisitions work**

The university library will, within the framework of the budget allocated, build and maintain collections of both print and electronic material to quickly and effectively meet the information needs of the research and teaching carried out at the university.

## **The University Library's organisation**

The university library is a department within Professional Services. The library is organised into four function areas:

- Digital services
- Customer service
- Collection Services
- Education

Work with the acquisition of information resources is organised within the collection services function. The function has its own materials budget, which is part of the library's regular budget.

## **Acquisition Principles**

Relevance, availability, and need should govern the library's materials purchases and the design of its information services. The university's profile areas will occupy a special position among the information resources that the library provides. Library collections are intended to support the university's educational mission and other areas described in the university's strategy documents.

Requested materials that are not already in the collection will quickly be provided. The basic principle is that the acquisitions will mainly be user-driven. The library, in cooperation with the Faculties, will monitor and acquire relevant material in the subjects that are represented at the university. When choosing media format, electronic editions will have priority.

## Target audiences

The library's target audiences are students, staff, and researchers at HB.

Students at HB experiencing reading difficulties are entitled to recorded readings of literature. The literature can be downloaded as talking books through the Swedish Agency for Accessible Media (MTM, for its initials in Swedish). If a textbook is not available, it is possible to order the production of new literature.

Students from other universities and the public have the opportunity to use the library's electronic information resources for non-commercial/profit-making purposes while on library premises. Regarding the library's printed information resources, the public has the right to local loans except when it comes to compulsory course reading; students from other universities are eligible for local loans and interlibrary loans.

## Purchasing and interlibrary loan

Purchase suggestions shall, as far as possible, lead to purchases. Requests for interlibrary loans of newer books should be considered as purchase suggestions.

Book purchasing follows the agreements that the University of Gothenburg has negotiated. At present that means the following:

- English literature: Dawson Books Ltd
- Rapid delivery: Adlibris AB
- Nordic literature: Adlibris AB
- Other languages: F.Delbanco GmbH & co

For course literature, there is often a need for rapid delivery, regardless of language, which means that Adlibris can be used for this purpose.

When it comes to journals, the library follows the University of Gothenburg's agreements with LM Information Delivery. BTJ can also be used when needed for purchasing.

Interlibrary loans are made for books in peripheral disciplines, older literature, books likely to be in low demand, as well as for books that are sold out. Interlibrary loans are also made for articles when we have no subscription and are unable to start one.

The library participates in the Swedish interlibrary loan system that enables us, according to the National Library of Sweden guidelines for a collaborating library, to make our collections available to other libraries.

## Electronic resources

Databases and other electronic resources are an important resource for students and researchers. The university's educational programmes and research will be reflected in a rich variety of databases and other electronic resources. These are evaluated annually based on user statistics.

Researchers and students at HB desire, for the most part, full text access, something the library takes into consideration. The library also seeks the right of ownership and unlimited use of the library's collections. For electronic resources, this means DRM-free<sup>1</sup> media without restrictions for concurrent use with full access over time (perpetual access<sup>2</sup>, no embargoes<sup>3</sup>). Generous user terms regarding downloads, printing, public use of the library facilities (walk-in use) and interlibrary loans are considered important.

Access to electronic resources is provided via IP numbers and distance access through a proxy server or similar solutions. Password-based access is to be avoided. Electronic media is prioritised when given the choice of format. Back files of journals are acquired to the extent that the budget allows. The library will have a large and varied selection of eBooks and strives to provide course books in electronic form. E-books and e-journals can be acquired by purchase or by subscription, as individual titles or as whole packages. For free e-resources, the library uses the same guidelines as for other resources.

The library participates through the Bibsam consortium<sup>4</sup> in national procurements of e-media and seeks, as much as possible, to participate in these above making its own procurements.

## Weeding

The library will preserve collections in view of today's education and research and for tomorrow's research. Weeding should be continuously monitored and the responsibility to weed material is incumbent upon the librarians with acquisitions responsibilities for specific subjects. Given HB's research areas, some older literature may be moved down to the first floor instead of being discarded. Other exceptions from weeding criteria can be relevant for e.g. special collections.

The printed collections should not grow. When digital back files of journals are purchased the printed volumes can be weeded. Among the special collections, weeding is done with extreme care and is judged on a case-by-case basis.

Examples of weeding criteria:

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<sup>1</sup> DRM is Digital Rights Management. This is a collective term for different ways to protect digital content.

<sup>2</sup> Perpetual access means material that we own and therefore have full access to over time—in contrast to subscription services.

<sup>3</sup> Embargo is common within journals and means that access is pushed forward a number of months

<sup>4</sup> Since the middle of the 1990s, KB, under the name Bibsam Consortium, signs a license agreement for electronic journals and databases for Swedish universities, authorities, and state research institutes.

## 1. Content aspects

Obsolete content  
Later edition is available  
More current material available in electronic form  
No longer of interest

## 2. Physical form

Destroyed/broken  
Irreparable

## 3. Usage

Never loaned out  
Rarely loaned or not loaned out for a long time  
Several copies of the literature with few loans

4. When we are the only library in Sweden holding the work in question, weeding should be carefully considered.

Later on, there may be a need to formulate procedures for the weeding of electronic material.

## **Monitoring and evaluation**

Annually, an evaluation of the library's information resources will be performed based on the usage statistics available. Statistics regarding the previous year are delivered to KB (The National library of Sweden) during the month of February. These statistics, along with continuous numbers about usage, will then be analysed during the spring term with the University Library Council as a supportive and advisory body. In August/September, the collection services function will gather to perform a common analysis to form the basis for the major renewals that start in September. In addition to the statistics, the outcome of the materials budget for the previous year will be analysed.

Each month (except January) the Finance Office provides financial reports that the collection services function examine at their meetings. The purpose is to keep abreast of how the materials budget is being used.

The annual cycle compiled by the collection services function should be followed (see Appendix).

## **Various types of material**

### **Doctoral theses and other publications published by the University of Borås**

All doctoral theses issued by the university are to be assigned an ISBN with library assistance. The doctoral student must ensure that the library has received the thesis in electronic form so the electronic "*spikning*" or notification of thesis defence can be completed. Four printed copies should also be delivered to the library. No later than three weeks before the public defence, the thesis is to be "*spikad*" or publically notified, according to tradition, on the library premises--thus becoming published. The library is responsible for the thesis's concurrently being published electronically in DiVA.

The publication that takes place at the university should be available in electronic format through DiVA and/or in printed format in the library's printed collections.

In accordance with Vice-Chancellor's decision document "Guidelines for publication in the Digital Scientific Archive (DiVA)" (Reg. 117-15), the employees at the University of Borås must register their publications in DiVA. A copy of the publication will be made available in DiVA if there are no copyright or contractual obstacles.

## **Children's books**

The library acquires books for children, but to a limited extent. The selection principles are books nominated for various prizes and books written by Swedish authors. The sections Hcf, Hcg and children's nonfiction books are in focus, but also a small amount of picture books and youth literature are purchased. Children's books are purchased with a view to teacher education, but also for the library education at the university .

## **Newspapers**

A limited selection of Swedish newspapers is offered to visitors in print form. The daily papers are stored for a week and then discarded. The selection of newspapers in electronic format depends on which databases the library subscribes to and can be wider than the selection in print form.

## **Degree projects at the University of Borås**

The university's aim is that degree project work (often a written thesis) will be published in DiVA. This requires the student's signing a contract for digital publishing, but it is voluntary to publish the degree project electronically. If the student answers yes, the Faculty is responsible for the work's being made available in DiVA. Degree projects/theses for which students did not permit publication are not available through the library.

## **Gifts & donations**

The library follows the University of Borås's guidelines for receiving and managing

donations<sup>5</sup>. The library will only accept gifts and donations once an objective assessment of the material's relevance has been completed and provided that the library may freely use the material. Doctoral theses obtained as gifts from other universities are included in the library collections if they are of interest for the university's subject areas.

## Course literature

Course literature is purchased based on the lists the Faculties send to the library. The university library acquires a reference copy of each course book and one lending copy. Queues for course books are monitored and, if necessary, purchases may be made of more lending copies. The ambition is to provide course literature well before the start of the course; this is dependent on the Faculties' providing the course literature lists to the library. Method and theory books can be purchased in higher volume if they are expected to be used in many courses.

## Teaching materials

The teaching materials collection is a gift collection from the largest Swedish publishers; however, the collection is not complete. The focus of the collection is on primary school, but there are also educational materials for upper secondary school. All components are not represented; rather the emphasis is on Swedish, Swedish as a second language, English, and mathematics. The oldest editions are weeded.

## Public publications

As public publications from Swedish and foreign authorities are, in many cases, available in electronic form, only a limited selection is acquired in printed form. Government publications that are produced only in printed form are acquired if they cover key areas of education and research at HB.

## Fiction and "*läslust*" or "read for fun"

The fiction collection has been built up over the years in collaboration with the Swedish School of Library and Information Science. The collection was originally intended to include all the literary genres and different editions. Now teaching is seen differently and today, fiction is bought only to a limited extent. The educational basis in the university's goals and vision has contributed to our continuing to pay attention to literary prizes and to have as broad a collection as possible.

"*Läslust*" or "read for fun" is an investment made towards the leisure reading of students and staff. It consists solely of paperbacks, in English and Swedish, fiction and nonfiction, and is easily accessible on the library's main floor.

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<sup>5</sup> Guidelines for the acceptance and management of donations to the University of Borås, Reg. 894-09-101

## Standards

The library provides primarily access to standards in electronic form via the database E-nav. Purchase of standards in printed form is made in exceptional cases. The library does not actively monitor the issuance and changes of acquired standards.

## Special collections at the University of Borås

Many of the special collections the library has are donations and gifts that have been received over the years. Most are placed in glass cabinets and moving archive shelves on the first floor of the library, but some collections are in the stacks. The library saves this material partly for future research and partly from a conservation point of view. Some of the material is unique to our library; it can be difficult or impossible to replace it.

### Rare books

#### *Åke Åberg's collection*

Åke Åberg was an instructor at the Swedish School of Library and Information Science in the 1970s and 1980s and donated a collection to the library consisting of books he used as examples in his teaching in order, partly, to show different examples of book bindings. This is typical of the times for library instruction and is something the library has chosen to save due to the Swedish School of Library and Information Science's meaning for the university.

#### *Rare books—textiles*

These books are both gifts and purchases as well as antiquarian acquisitions. Some of the titles were acquired when the Textile Institute was transferred to the university in the 1980s. There are books within all possible aspects of the textiles field but also subjects not specific to textiles but which have been of interest to the Swedish School of Textiles, for example arts and crafts and pictorial works. The books have been placed in glass cabinets either because they are old or because they are designed in a way that makes them vulnerable (loose-leaf for example).

Some of the books are placed in glass cabinets because they are classics and therefore considered to be important, and are difficult or impossible to replace if lost or destroyed.

#### *Rare books--Code of conduct (Vett och etikett)*

The books have been placed in glass cabinets because they are older and fragile. Some of the titles have been used at the Swedish School of Textiles in connection with female dress codes and the role of women in the past.

#### *Rare books--Nordic family book (the owl edition)*

The series is saved because it is unique in terms of local history.

## Older literature

The BDI collection consists of older literature within the subject of Library, Documentation and Information and, together with some other collections that the library refers to as Older literature. In addition to the BDI collection, there is the MON collection that is material in all other disciplines, encyclopaedias, series, and bibliographies. Common for these collections is that it is older material that the library does not consider necessary to be weeded but which does not need to be saved under the subject. Everything is set up according to "Numerus Currens" for it to be easy to include new material later. These include 35 boxes with uncatalogued teaching material from the librarian education programme in Solna. The boxes are classified by the Swedish library classification system (SAB) and include brochures and booklets, e.g. general bibliographies, library history, cataloguing.

### *BDI Collection*

As the Swedish School of Library and Information Science has played a major role in the university, collections in this area have also been important. The BDI collection was initially locked away and out of reach of library users. Since the collection was catalogued in the 1990s, it has become searchable and, when the library moved to Sandgärdet in 2004, it was also made available in the stacks. During the extensive weeding efforts in 2011, much of the library's holdings in Library and Information Science was relegated to the collection. Very little of the material in this area is culled today as the library for many years has had a self-imposed mission to buy "everything" in the field, even if the library has never formally been a resource library for this field. What is in the collection may well be the basis for future research in the area but also functions as examples of materials that simply cannot be given out today, such as, for example, all bibliographies.

### *MON Collection*

In the MON Collection there is much literature on the subject of pedagogy. In the library there is quite a lot of very much older literature from Förskoleseminariet (for educating preschool teachers); therefore, the oldest part of the university. The library has saved material that no other library has, and as such it is of historical interest for future research including, for example, within Swedish education policy and early childhood education. However, the material is too outdated to be stored under the subject. Much of this material is from the 1960s and 1970s. Other materials in the MON Collection consist of health research as well as older material with technical textile content. Most of these came when the Textile Institute, in the 1980s, was transferred to HB.

### *Series (skriftserier)*

The series on the first floor are completed series that library believes should be preserved but which no longer need to be found under the subject. Examples of these series is *Tidens kalender: almanack och uppslagsbok* B(p), available from 1922 until 1992. The content can certainly be found elsewhere today, but hardly as consistently and coherently collected. Another example is *Herdaminnen* from Sweden's various sees, L(p), which is a biographical

encyclopaedia of priests in a diocese since the late 1700s. These extensive and detailed materials have no equivalent in other libraries.

### *Bibliographies*

The library has a large collection of bibliographies on the first floor. Bibliography here means lists and a systematic description of books or journals. Such a list has naturally various objectives; one is, for example, a national bibliography which includes book production in a country. The library has subject bibliographies, listing books on a particular subject. On the first floor, General bibliographies and Subject bibliographies can be found. From the general bibliographies, the library has gathered together a separate group, namely the Library Service Collected Works. Collected works means an annotated bibliography. This is used to support media purchase for libraries around Sweden. In the library, there are lists since 1974 and subscription continues.

They are saved from the research point of view in order to be able to monitor how the review service has looked over the years. They are not catalogued in Libris; rather, they are visible only in the library's local catalogue. Our library is likely alone in having this collection in Sweden. Among general bibliographies, there is also the Swedish book catalogue, Sweden's national bibliography; the library has it from 1866-1986, as well as Swedish National Bibliography, the monthly bibliography of monthly Swedish book production.

The Acquisitions Catalogue (or AK, for its initials in Swedish) of Swedish academic libraries, Aa, was published annually and is a bibliography which lists foreign books that were bought by research libraries from 1886 until 1993. It shows the order in which a book was acquired and by which library. AK can be useful today to support an older title that is not catalogued in Libris.

Two very useful bibliographies are Swedish Newspaper Articles and Swedish Magazine Articles, Aa-c.04. These are the forerunners of the database Artikelsök (article search). During 1952-1999, the material was provided in paper form, first as the Swedish Newspaper Index and then divided up between the Swedish Newspaper Articles and Swedish Magazine Articles. Artikelsök was introduced in 1984. These indices refer to articles from Swedish newspapers and Swedish magazines. We have microfilm from 1962- 1982 and microfiche from 1983-2001 with the Swedish newspaper articles referenced from these indices. These can be found in the same space as the microfilm/microfiche reader.

The general bibliographies also represent other countries' national bibliographies, e.g. Denmark.

## **Children's books**

The library previously had a very extensive children's book collection. From the beginning it was created as a children's library environment, which is explained by the previous great focus of the Swedish School of Library and Information Science on children's books and book talks. Gunilla Borén, a former lecturer at SSLIS, had children's books as her great interest (she reviewed books for children in DN and wrote, among other things, storybooks); she

supervised weeding in the late 1990s of large numbers of children's books.

Mostly this was a weeding of copies, but three copies of each title were saved. It was also the first digitised catalogue here at the library with entries from BTJ. The next significant weeding was done before RFID tagging in 2010 and then both copies and titles were weeded (a total of 4,333 copies). Classics, important books, and material that had been lent out during the past ten years were saved. At SSLIS there has, in recent years, been courses in children's literature with focus on some authors, e.g. Astrid Lindgren, Tove Jansson, Lennart Hellsing, and then the library collection complemented the collection with relevant literature.

## **Swedish Statute Book (SFS, or *Svensk Författningssamling*) and Parliamentary Documents**

The library has the SFS since 1880 and parliamentary documents (*Riksdagstrycket*) from 1971-2009/10. These collections were previously used in SSLIS's teaching.