

Collection Development Policy

The purpose of our Collection Development policy is to provide a fair distribution of library budget to each of our Faculties and collections that support social learning, student requests and digital content.

Our collections budget

Our collection development budget is split between subjects taught within each faculty at City of Glasgow College. The library service also manages a proportion of budget for patron driven acquisition (PDA), DVDs, fiction, staff development and reference. A faculty budget is based on the number of students studying and usage data of library content. There can be a dependency on the cost that publishers mark up for content and collections. Some books can be expensive given the cost of intellectual property in specialist or heavily regulated subjects.

The librarians at City of Glasgow College maintain a budget tracker for each faculty, with our Resource Management librarian overseeing the process. Any of our librarians or library staff can take a request from any member of staff. We purchase books throughout the year to ensure all administrative tasks with processing, acquisitions, shelf-ready for students can be done continuously. We also ensure our collections are catalogued to international standards. All requests, including patron driven and fiction are also tasked throughout the year.

Our collections enrichment

The libraries at City of Glasgow College ensure our collections and content align with curriculum requirements and course development. If a member of staff or student would like to request resources for inclusion in collections we run a patron driven acquisition service, complete the form at <https://library.cityofglasgowcollege.ac.uk/help/recommend-purchase> or email our library teams at library@cityofglasgowcollege.ac.uk

To encourage a love of reading in staff and students at City of Glasgow College we also purchase fiction titles and have developed a collection of comics and graphic novels for borrowing.

Editing and withdrawing items from our collections

We endeavour to withdraw books to keep our collections in date and relevant. Items that have not been used within four years and are within a subject that rapidly develops will be removed from stock and updated, unless there is a historic precedent for retaining.

Once stock has been removed from our borrowing service we endeavour to offer these items for sale for staff and students at a very competitive price. If items are not sold we donate these to the Better World Books.

Journal/magazine withdrawals

We aim to retain our print journals and serials for as long as we can. Due to space constraints within the library we regularly delete journal holdings from the library catalogue in regular intervals.

- Weekly subscription - 6 months
- Bi-weekly subscription - one year
- Monthly subscription - one year
- Bi Monthly - 18 months
- Quarterly - 2 years
- Bi-annually - indefinitely

All back issues that we remove from our borrowing service are offered to faculties in the first instance.

The library team continuously monitor the use of our journals and magazines. We measure this against borrowing statistics and local use is recorded in the library spaces. If a print journal has not been borrowed or used within the library over a 12 month period we reserve the right to cancel the subscription and invest our budget elsewhere such as, online journal collections.

For any queries regarding our Collections Development policy, please contact our Resource Management Librarian James Rowdon

e: James.Rowdon@cityofglasgowcollege.ac.uk

t: 0141 3755349

For all information regarding our library services, please visit:
<https://library.cityofglasgowcollege.ac.uk/>