



UCFB*

Library Collections Policy

Owner:	Director of Student and Academic Services
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*UCFB is a trading name of University Campus of Football Business Limited

1. Executive Summary

1.1. The student learning experience at UCFB is the library's highest priority. It is within this context that the Library provides both resources and services to support students in their academic studies. The focus of this policy is the provision of the resources themselves: how collections of resources are managed and how they are reviewed and developed in order to maintain relevant, high quality library collections in support of teaching, learning and research at UCFB.

1.2. Aims of the Policy

- 1.2.1. The Collections Policy addresses how library resources are provided to support student learning at module level, and how library resource provision supports learning on the degree courses and student research requirements more widely. It covers UCFB owned or subscribed library resources from hard copy materials such as books to electronic resources such as e-journals, e-books, web resources and online databases. Access to partner institutions' library resources is also explained.
- 1.2.2. These policy guidelines are designed to be flexible in order to accommodate the changing needs of students and the UCFB courses, whilst offering a degree of consistency and continuity in approach.
- 1.2.3. Guidelines are offered on:
- the selection and acquisition of books and other resources, including subscriptions
 - review of these resources
 - withdrawal of book-stock and subscription cancellation
 - document supply services
 - access to partner institutions' resources
 - obtaining resources in alternative formats.

1.3. Definitions

- 1.3.1. 'UCFB' refers to the University Campus of Football Business sites in all locations.
- 1.3.2. 'Resources' refers to print books and electronic material in the form of e-books, library online databases, e-journal articles and other electronic resources.
- 1.3.3. 'Subscriptions' refers to contracts made for a limited term for the supply of specified titles or collections of resources.
- 1.3.4. 'UEL' refers to University of East London (degree-awarding partner institution).

2. Selection and Acquisition

2.1. The Librarians at the London and Manchester campuses oversee the selection and acquisition of UCFB print and electronic library resources. Resource selection is achieved in close collaboration with Course and Module Leaders, whilst responsibility for the Library budget itself, including expenditure authorisation for all selected resources, falls under the remit of the Director of Student and Academic Services.

2.2. Print Books

2.2.1. Core and Recommended Reading

- 2.2.1.1. The Library maintains a regularly updated print book collection in support of student learning at module level and in order to underpin resource requirements of the courses more widely.
- 2.2.1.2. Book selection is weighted heavily towards acquiring multiple copies of 'core' textbooks specified on Module Specifications and, where budget allows, multiple copies of 'recommended' books as per the same Module Specifications. The number of library copies selected for purchase is based upon the following ratios:
- Core textbooks - one copy of a core textbook for every 10 students per module, with a recommended maximum of ten copies due to limited shelf space. A minimum of three core texts are purchased to ensure that smaller cohorts have appropriate access.
 - Recommended books - one copy of each recommended item for every 25 students per module.
- 2.2.1.3. Librarians also take other factors into consideration before a purchasing decision is made, namely:
- value for money
 - credibility and quality of the resource
 - the importance of the resource as stipulated by the relevant Module Leader.
- 2.2.1.4. Other selection criteria include:
- paperback, unless only hardback edition available,
 - most recent edition unless there is a justifiable reason to purchase past editions
 - out-of-print items will be sought after confirmation from the relevant Module Leader that the item is required, but their acquisition cannot be guaranteed.

2.2.2. Patron Driven Acquisition (PDA)

- 2.2.2.1. Where budget allows the Librarians also invite Academic staff and students to request library book purchases. Additionally Library staff use their own professional judgement to select items that will enhance areas of the collection requiring development, usually to reflect new areas of research.
- 2.2.2.2. PDA and library staff selections allow for continued development and enhancement of the print book collection outside of the restrictions of the Module Specifications' core and recommended resource lists.

2.2.3. New Books Acquisition

- 2.2.3.1. Bulk expenditure on print books is normally on a bi-annual basis. The majority of the expenditure occurs in August / September in time for

the new academic year. A smaller proportion of the budget is allocated for a December / January spend in preparation for Semester Two.

- 2.2.3.2. The current preferred bookseller is Blackwell's. Books can take up to 4 weeks to arrive once ordered and Academic staff should bear this in mind when submitting book requests. Reading lists and additional requests are expected 6 weeks before the start of a semester to ensure resources are available in time and to optimise the available budget.

2.2.4. Out-of-Print Books Acquisition

- 2.2.4.1. Suppliers, other than Blackwell's will be used particularly for niche titles or out-of-print books. Librarians will notify Module Leaders if core or recommended titles prove to be impossible to supply.

2.2.5. Print Book Donations

- 2.2.5.1. It is recognised that book donations can significantly enhance the Library's collections; however, the following criteria will be considered before donations are accepted:
- Relevance to the learning, teaching and research needs of UCFB
 - Physical condition
 - Currency
- 2.2.5.2. It should be noted that when the Library accepts donations they become the property of UCFB and that these donations will not necessarily be retained permanently.

2.3. E-books for Distance/Distance with Attendance Courses

- 2.3.1. For Distance/Distance with attendance courses, UCFB aims to provide books in e-book format that are defined as 'core' on the relevant Module Specifications. 'Recommended' books on the Module Specifications are not necessarily supplied in e-book format. The 'core' resources are chosen by Course and Module Leaders to complement teaching. If a core resource is not accessible, a list of alternatives will be provided by a Librarian.
- 2.3.2. Partner institutions' e-book platforms are checked by library staff to see whether core or recommended books are already offered as e-books titles on their various e-book platforms, such as E-Book Central or VLeBooks. All 'core' titles that prove to be currently unavailable through the partner institution's e-book platforms are purchased through e-textbook suppliers. Titles are purchased on a 1:1 registration and are accessible through the corresponding Module pages on the Online Hub. Alternative titles will be sourced if any titles are not available electronically. Where budget allows, the purchase of additional electronic resources may be considered to supplement teaching and learning.

2.4. Journal and E-resources Subscriptions

- 2.4.1. New journal and e-resources/database subscription requests from Academic staff are welcomed by the Library provided they contain a well-research justification on the value of the resource to student learning. A completed

'Request and rationale for library resources' form should be sent to the relevant line manager for endorsement before a request can be considered by Library staff.

2.4.2. New Journal Subscriptions

- 2.4.2.1. New journal subscriptions will then be considered by the appropriate Librarian as hard copy, electronic or both, taking into account, value for money, relevant subject matter and 'fit' within the wider library collection. For hard copy subscriptions, storage requirements also have to be taken into consideration. For new e-journals, ease of online access and sufficient number of concurrent users also have to be taken into account.
- 2.4.2.2. A subscription may then be recommended by library staff, subject to budget restrictions and expenditure authorisation by the Director of Student and Academic Services.

2.4.3. E-resources / Database Subscriptions

- 2.4.3.1. The Library already offers a selection of industry and practitioner-led electronic resources to reflect the specialist nature of the courses taught at UCFB.
- 2.4.3.2. For any new e-resource requests, Library staff will seek a quotation from the relevant supplier and normally request a trial either for Academic staff or for staff and students. Written feedback from those using the trial is sought.
- 2.4.3.3. Following a successful trial with positive feedback, a subscription may be recommended by library staff, subject to budget restrictions and expenditure authorisation by the Director of Student and Academic Services.
- 2.4.3.4. All new electronic resources and new applications are submitted for approval by the MIS team to determine their security and compatibility with current UCFB systems.

2.5. Dissertations

- 2.5.1. A selection of good quality print and electronic copies of dissertations by undergraduate and Master's students are held on the Library services Online Hub pages for reference purposes. Dissertations are selected in collaboration with Academic staff. Only those that have achieved 2:1 or above will be considered. Students have to grant their express permission for their dissertations to be housed by the Library; this is required as part of the submission process. All dissertations are anonymised before being made available.

2.6. Inspection Copies

- 2.6.1. It should be noted that the Library does not acquire inspection/exam copies for teaching staff. Teaching staff should contact publishers directly or seek library staff's assistance in doing so.

3. Review

3.1. Print Books

- 3.1.1. Usage of the book collections is reviewed on an annual basis. Book borrowing statistics and waiting lists are scrutinised to address shortfalls in numbers of copies and to identify underused book titles. This helps ensure future purchasing decisions reflect the borrowing trends.
- 3.1.2. Also, a new editions checking exercise is run every year to ensure the latest editions of core books are included as a part of the September book order.

3.2. E-resources Subscriptions

- 3.2.1. Current e-resources subscriptions are reviewed regularly to ensure continued relevance to current teaching, learning and research. Where available, usage statistics are scrutinised to ensure e-resource subscriptions are being used, and to ensure that UCFB is receiving value for money.

4. Stock Disposal

- 4.1. The disposal of stock is necessary to maintain a library collection that is flexible and responsive to the teaching, learning and research needs of the students. Disposal will follow the procedures detailed below.
- 4.2. While space constraints may be a cause for the consideration of the disposal of stock, it will not be accepted as the sole reason.

4.3. Weeding

- 4.3.1. The responsibility for weeding (or the removal of stock from the collection) lies with the Librarians at each site, who are also responsible for liaison with the Academic team.

4.3.2. Print Books

- 4.3.2.1. As noted above, the print collection is reviewed regularly to ensure the stock is relevant and in good condition and each summer an editions check is undertaken. The following criteria are used before making any decisions regarding disposal:

- Usage of items
- Physical condition
- Currency of subject matter
- Relevance to subjects currently taught or researched
- Number of copies needed
- Number of editions to be retained

4.3.3. Dissertations

- 4.3.3.1. Dissertations for undergraduate and Master's degrees will be weeded on a 3-year cycle. Should a particular subject cease to be taught the dissertations in that subject area will be removed from the collection

4.4. Destination of Weeded Stock

- 4.4.1. Weeded stock is disposed of in the following ways:

- Items are offered for sale to students.
- Items are sent to Anybook for online sale on behalf of UCFB.
- Material not suitable for the above (such as out of date law books) are recycled.

5. Document Supply Service

5.1. Students

- 5.1.1. Level 6 and 7 students can submit journal article requests for dissertation research purposes. These requests must be endorsed by the relevant supervisor before expenditure authorisation is sought by the Library.

5.2. Staff

- 5.2.1. Teaching staff can submit journal article requests for teaching purposes where distribution to students at module level is required. Such article requests are satisfied under the British Library's EHESS service run in conjunction with the Copyright Licensing Agency.

6. Partner Institutions' Resources

6.1. Electronic Resources

- 6.1.1. UCFB students access the majority of their academic electronic resources via partnerships with UEL. Students are provided with relevant IT accounts from their respective degree-awarding institutions at enrolment. However, as noted above under 2.5 the UCFB Library also subscribes to a suite of electronic resources that are appropriate to the specialist nature of UCFB's courses.
- 6.1.2. UCFB library staff aim to provide comprehensive advice and guidance on how to access and make best use of all library resources including UEL resources, or a direct UCFB subscription.

7. Obtaining Resources in Alternative Formats

- 7.1. The Library Service is committed to complying with the Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Act 2001 (SENDA). In terms of the collection, this means working from the premise that accessibility and appropriate provision is not additional, but a core element of the overall service that the library makes available.
- 7.2. In order to facilitate access to hard copy texts, we can provide assistive technology and equipment in each Library, on request.
- 7.3. Digitisation of material is possible (subject to the terms of our CLA Licence) and can be arranged through liaison between the Library and Academic or Learning Support staff.
- 7.4. We offer assistance with searching and obtaining material from the RNIB Library Catalogue, which offers access to over 170,000 items in audio, large and giant print, Braille and Moon.
- 7.5. Users whose needs are not met by the above and who require further reasonable adjustment should contact their campus Librarian or Learning Support who will

work in conjunction with Academic staff and endeavour to obtain electronic versions of key texts via the appropriate Publisher.

8. Implementation and Review

- 8.1. The Collections Policy will be reviewed regularly. All Academic staff will be informed of the policy, once approved by the appropriate committee. It will also be referred to in the staff induction process.