



UCFB*

Library Collections Policy

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*UCFB is a trading name of University Campus of Football Business Limited

1. Executive Summary

The student learning experience at UCFB is the Library and Learning Development (LLD) team's highest priority and 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 the collection is managed, reviewed, and developed to maintain relevant, high-quality materials in support of teaching, learning, and research at UCFB.

The Library aligns with sector-wide expectations such as Jisc's Digital Library Lens, which underscores the importance of accessible, digitally enabled collections in enhancing student learning and engagement. It also meets its obligations under the Office for Students' Condition B2 by ensuring all student cohorts have sufficient resources and support to secure a high-quality academic experience and positive outcomes.

A move towards the fuller adoption of electronic resources directly supports these aims by ensuring equitable, reliable, and flexible access for all students, regardless of location or mode of study, while also strengthening the Library's ability to provide an up-to-date, scalable, and cost-effective collection that meets evolving pedagogical and technological expectations.

1.1. Aims of the Policy

- 1.2. The Collections Policy summarises how library resources are provided to support student progression 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.
- 1.3. These policy guidelines are designed to be flexible in order to accommodate the changing needs of students and UCFB courses, whilst maintaining consistency and continuity in approach.
- 1.4. Guidance is offered on:
 - Selection and Acquisition
 - Annual Audit and Stock Editing
 - Document Supply Service
 - Institutional Partnerships and Shared Resources
 - Accessibility Support

1.5. Definitions

- 1.5.1. 'UCFB' refers to the University Campus of Football Business sites in all locations.

- 1.5.2. 'Resources' refers to print books and electronic material in the form of e-books, library online databases, e-journal articles and other electronic resources.
- 1.5.3. 'Subscriptions' refers to contracts made for a limited term for the supply of specified titles or collections of resources.
- 1.5.4. 'UEL' refers to University of East London the current degree-awarding partner institution.

2. Selection and Acquisition

- 2.1. The Library oversees the selection and acquisition of UCFB 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.

2.1.1. Books

- 2.1.1.1. The Library maintains a regularly updated collection which reflects the content of each module reading list and provides relevant additional and supporting texts to underpin the requirements of the courses more widely.
- 2.1.1.2. The Library will determine the most suitable format for purchase, taking into consideration the cost, supplier availability, appropriate licence, accessibility, value for money, and our "digital first" policy.
- 2.1.1.3. Other selection criteria include:
- most recent edition unless there is a justifiable reason to purchase past editions
 - out-of-print items will only be sought after confirmation from the relevant Module Leader that the item is of paramount relevance; acquisition of out-of-print publications cannot be guaranteed.
- 2.1.1.4. Academic staff and students are invited to request resources for addition to the collection, while library staff use their professional judgement to select items that support emerging research needs, ensuring continued development of the collection beyond the constraints of module reading lists.

2.1.2. Journal and e-resource/database subscription

- 2.1.2.1. Requests from Academic staff are welcomed by the Library, provided they include a well-researched justification demonstrating the value of the resource to student learning. Requests must be submitted using the *Request and Rationale for Library Resources* form, which should first be endorsed by the relevant line manager before being considered by Library staff. The form is available on the LLD SharePoint page.
- 2.1.2.2. When evaluating new journal subscriptions, Library staff will consider factors such as value for money, relevance of subject matter, and alignment with the wider Library collection. For e-journals, ease of online access and the availability of an adequate number of concurrent user licences will also be taken into account. Where appropriate, and subject to

budget constraints, Library staff may recommend a subscription; final approval depends on expenditure authorisation from the Director of Student and Academic Services.

- 2.1.2.3. Library staff will obtain a quotation from the relevant supplier and will normally arrange a trial period for Academic staff, or for both staff and students. Written feedback from trial users is required. If the trial receives positive feedback, a subscription may be recommended, subject to available budget and authorisation by the Director of Student and Academic Services.
- 2.1.2.4. Proposals for all new electronic resources and new applications will be submitted for approval by the Digital Transformations team to determine their security and compatibility with current UCFB systems.

2.2. Dissertations

- 2.2.1. A selection of good quality 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.

2.3. Inspection Copies

- 2.3.1. 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.

2.4 Donations

The Library may occasionally accept unsolicited donations of books, magazines, or journals from students or staff. However, accepting donations is at the discretion of Library Staff based on criteria of currency, relevance to the curriculum, the physical condition of the items in question, and the availability of shelf space. The Library reserves the right to dispose of donated items as per the process outlined in 3.1.3

3. Annual Audit and Stock Editing

3.1. Resources

- 3.1.1. Usage of resources will be continually monitored throughout the year in preparation for the annual audit, which will generally take place in the summer.
- 3.1.2. The audit will trigger a stock review at which point the Library team will assess and actively seek to replenish library resources, or cancel/withdraw items as appropriate.

3.1.3. Books

3.1.3.1. The existing print collection will be assessed annually to ensure the stock is relevant and in good condition.

3.1.3.2. The following criteria are used before making any decisions regarding disposal:

- Usage of items - items with zero circulations in five years will be considered for disposal
- Physical condition – damaged or well-worn copies will be either replaced or withdrawn from stock
- Currency of subject matter – subject areas with rapidly evolving content, such as computing, law or business will be considered for withdrawal at approximately five years post publication
- Superseded content – Withdrawal of older editions takes place only where sufficient access to the newer edition is available to meet user needs
- Relevance to subjects currently taught or researched on UCFB modules

3.1.4. 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. Responsibility for the removal of stock from the collection will be carried out by the site Librarians.

3.1.5. Ex-library books will be disposed of in the following ways:

Items are offered for sale to students.

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

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. Document Supply Service

4.1. Students

4.1.1. 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.

4.2. Staff

4.2.1. 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.

5. Institutional Partnerships and Shared Resources

5.1. Electronic Resources

- 5.2. UCFB students access the supplementary academic resources via our partnership with UEL. All students and relevant academic staff are provided with relevant IT accounts from their respective degree-awarding institutions at enrolment.
- 5.3. UCFB library staff 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.

6. Accessibility Support

- 6.1. The Library Service is committed to compliance with the Equality Act 2010. Accessibility and inclusive provision are considered a core element of the service, including the development of collections in formats such as electronic books that support adjustable text, screen readers, and other assistive technologies.
- 6.2. To facilitate access to both physical and digital resources, assistive technology and equipment are available in each Library on request. In addition, users can benefit from built-in accessibility features within Microsoft 365 applications (such as Immersive Reader, dictation, and text-to-speech) when engaging with electronic resources.
- 6.3. For support with any Specific Learning Difficulty (SpLD) needs, the first point of contact is the Student Support team; with regard to LLD, this process is outlined in the Learning & Disability Statement.

7. Implementation and Review

- 7.1. The Collections Policy will be reviewed annually. 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.