	Library Resources Collection Development Policy
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1. **Purpose**

The Library Resources Collection Development Policy is intended to ensure that staff and students have access to the necessary academic resources to support their learning, development and scholarly endeavours. The policy ensures that the library develops and maintains a range of relevant, current and appropriate scholarly information to support staff and students. The policy is directly relevant to and supports learning, teaching, research and scholarship at SP Jain London School of Management (SPJUK).

2. **Scope**

The development of the School's learning resources collection is an inclusive programme involving library and academic staff, as well as student users.

The Library aims to:

- Develop and deliver customer-focused services, support learning and teaching in a rapidly changing environment
- Provide access to local and external sources of information for all users.
- Move towards a predominantly electronic library while maintaining appropriate print collections.
- Widen and facilitate access to information by developing and strengthening partnerships within and beyond the School.

To achieve these goals, the Library will provide a rich collection of print and electronic resources with a strong focus on programme-related information and reference support. The book collection will contain both print and e-books in areas relating to the programmes on offer. Over 10 Online databases will be provided for research with access to on-campus printing, scanning, photocopying and wireless connectivity.

3. **Policy Principles**

   a. The Library will exist to support teaching and learning, academic endeavours and scholarship through the provision of appropriate learning resources, up-to-date and accurate information, and to provide services required by staff and students.

   b. The Library will act as the most convenient point of access for the required materials and information. Library users will be made aware of library resources and services, which will also be made available electronically.

   c. The Library serves to provide and promote access to information resources that are integral to the scholarly work of students, staff and researchers of the School.

   d. The School's Library aims to have primarily electronic and digital resources. This will be achieved by purchasing electronic versions of material in preference to print or hardcopy versions. Electronic materials will be available through the library catalogue and via the library knowledge portal on Blackboard 24/7.

   e. The School may supplement access to broader collections by entering into collaborative partnerships with other libraries, educational and professional organisations to add value to the library services.

4. **Collection Development and Review Process**

   a. The Library collection will support the teaching, learning, scholarship and research of staff and students, through careful selection and purchase of learning resources.

   b. Since library materials and information come in a wide variety of formats, the Library will fulfil its mission by buying materials in both print and non-print form. Multimedia and learning tools such as e-journals, online simulations, podcasts and case studies are examples of other resources being purchased for the collection.

   c. When selecting materials, the librarian considers the relevance to the School's programmes, the learning outcomes of each programme, the number of copies required to support the student cohort, the date of issue, the profile of the author, and whether the material is a seminal work and/or an emerging area of scholarship. The librarian will also consider:

      i. that materials are relevant, accessible and provided in a timely fashion
      ii. that materials represent diverse academic perspectives of pertinent topics and issues.
      iii. that materials are presented accurately, clearly, and in a readable manner.
      iv. Besides books, the Library will maintain an extensive collection of reference books, journals, periodicals, e-journals and electronic databases to meet the informational needs of students and staff.

   d. The decisions of purchasing and acquisitions will be made according to the teaching and learning needs of the faculty members and in consultation with the Library staff. This will ensure that all students readily have access to electronic and or physical library and information resources required to achieve learning outcomes for their programmes for all modes of delivery and degree levels.

e. Major library resource acquisitions will be made through consultation with the Programme Development and Review Committee (PDRC), a subcommittee of the Academic Board, and if significant resources or unplanned expenditure is required, approval by the Board of Directors will be required.

f. For each subject that is delivered, the Library will hold copies of the prescribed and recommended texts.

g. Other than in exceptional circumstances, all book orders and journal subscriptions for resources required as working tools or professional reference by staff will be purchased by the library staff.

h. The Library will provide targeted services that are aligned to developing the research priorities of the School and to support researchers and their activities.

i. The Library will accept gifts of materials that fall within the scope of the resource collection development policy and are approved by the Library Manager. Materials are accepted on the condition that the Library manages what is held and what is not needed, and where items will be shelved. Only items which will develop the collection are added.

j. The Librarian will give preference to electronic subscriptions which allow greater access of electronic resources from any location.

k. The Library will liaise with PDRC whenever new programmes are approved or existing programmes amended.

l. At regular intervals, librarians will seek feedback from users about its collections and their relevance to the School's curriculum. On the basis of feedback from users and following ongoing review and replacement of collections to ensure currency and quality, updates will be made to each collection.

m. Deselection of library materials is essential to ensure an active, academically useful library collection. Deselection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Library staff are responsible for conducting ongoing evaluation and for maintaining the quality of the collection. As an overall principle, the Library will retain a single, 'last copy' of all titles held. Superseded editions will generally be withdrawn unless they continue to provide valuable, relevant information.

n. This Policy will be reviewed and revised annually in order to reflect the changing information environment and the changing needs of students and staff of the School. This includes the review, stock take and weeding of all library items.

5. **Continuous Engagement:**

Library Services is dedicated to continued review of the collections to make sure they are relevant, up-to-date, cost-efficient, easily accessible, and in good condition. We will also review and update this policy regularly, to ensure that it continues to meet the needs of our academic community.

The Library is committed to providing all students with excellent service. We welcome and encourage feedback to help us to improve the services that we provide. The feedback form on all non-academic aspects of the institution covers the Library services as well.

The continuous assessment and improvement cycle at SPJUK uses this feedback and comments to learn what our users need. Thus, assessment is more than helping the Library gather information from the users. It is also important to use the findings to make well-informed resource allocation decisions, improve measures, and build a library service program that effectively provides a better learning environment, contributes to the school's mission, and proves its value to the stakeholders.

The Library staff will:

- Attend meetings and participate in committees to support and consider resource planning.
- Provide input on reading list content at the programme design and development stage.
- Contribute to the revision and approval of module specifications and reading lists.
- Identify and promote electronic alternatives to printed resources where appropriate.
- Advise on copyright clearance and document digitisation.
- Ensure that reading lists and associated electronic resources are available in Blackboard.
- Ensure that e-books and e-journals are obtained along with digitised book chapters and journal articles as appropriate