

Library Collection Development

2024-26

Revision number	7
Applicable from:	1 st September 2024
Approved by:	Academic Board
Date of approval:	
Date of next review:	June 2026
Scope of policy (audience):	Intended audience is staff and students. However, it is also intended as a working document for library staff, to give transparency and clarity to the collection's development.
Policyholder:	Head of Help, Library and Performance Resources
Contact:	quality@leedsconservatoire.ac.uk
Alternative formats:	Available on request

Linked external codes/regulations

Linked documents/references

Library Regulations for Internal Users 2017-20

Equality Impact Assessment information

Policy Statement

It is the policy of Leeds Conservatoire that the library collection exists principally to support the academic work of students and support the teaching work of staff. Other conservatoire activities may also be supported, with match-funding as an option.

The Jazz Archive is no longer actively developed, and a programme of rationalisation is being undertaken to ascertain the value of the collection at Leeds Conservatoire.

Background/vision (if applicable)

The library collections, both physical and digital, constantly change to reflect the current curriculum and strategic priorities of Leeds Conservatoire.

This policy seeks to clarify what materials are acquired, in which formats and in what quantities. It will also state under what circumstances stock is removed from the collection and suggest appropriate methods of disposal.

Policy

1: Collection Development

1.1 Criteria

The library acquires materials that are essential course resources and also materials that encourage wider curriculum-related study. Materials will be chosen for library stock through a variety of methods and partnerships, including:

- Collaboration between teaching staff and librarians
- Relevance to the curriculum
- Official module resource lists
- Purchase suggestions from staff and students

The following criteria will be considered when making purchases.

- Curriculum relevance
- Impact on student experience
- Cost
- Accessibility
- Format
- Duration of need
- Availability through other legal sources
- Currency
- Whether the resource would generate income in future

1.2: Resource Lists

A KeyLinks resource list must be completed and updated annually by the module coordinator for every current module. This list forms part of the official course documentation and is used to guide library purchasing. Where listed resources are unavailable or prohibitively costly, this will either be clearly indicated on the list or the item removed and replaced with an available alternative.

Core texts: A maximum of four titles per module without which it would be impossible to complete the assessments. At least one physical copy of each book will be acquired, alongside access to an e-book version where available.

Recommended and background resources: At least one physical copy of each will be acquired.

Additional copies of items on resource lists will be added to stock if usage is high and students are having to wait more than one week to access a resource. Digital access will also be considered.

Limitations may apply depending on cost, availability and practicality of access and acquisition. Materials will be held in the library as reference copies only where considered necessary or useful.

1.3: Formats

Where individual materials are available in more than one format the library would prefer to acquire both physical and digital versions.

Considerations include:

- Cost
- Demand
- Ownership, licence terms and rights
- Platform options – existing platform, and accessibility of any new platform
- Accessibility

Where digital package subscriptions are in place, the library will generally not also acquire a physical copy. Exceptions include:

- One printed copy of a play script
- A printed copy of a text if a student would be disadvantaged by digital-only formats.

For students with additional access needs, the library will provide alternative formats where possible. Where a published version does not exist, copies can be created under the Copyright, Designs and Patents Act.

1.4: New Modules

Extra funds will be required for new modules. Basic requirements should be specified by the school management teams and communicated with the Library before budget planning for the year. The amount of funding required will vary depending on size of cohort, number of modules, and whether existing resources can be used to provide the wider resources needed for the course.

1.5: Equality, Diversity and Inclusion

Leeds Conservatoire's collection development policy is committed to equality, diversity and inclusion; dedicated to broadening perspectives, challenging biases, and illuminating a multitude of voices. In collaboration with academic and support teams, alongside student consultation, we strive to curate a collection that encompasses a wide range of experiences and narratives, particularly those that have been historically marginalised or underrepresented. By actively seeking out and incorporating works from diverse cultures, languages, and viewpoints, we aim to foster an environment of learning and discovery that respects and celebrates diversity. This approach to collection development is a conscious effort to dismantle the remnants of colonialism in knowledge dissemination and to promote an equitable and inclusive access to resources for all members of our community.

1.6: Suggestions and Requests

Student Suggestions

Student suggestions for additions to stock are welcomed, as they can help us shape a library collection that truly supports the current curriculum. Students should use the purchase suggestion form available via the library catalogue. Requests must state the module and provide a clear justification for the relevance of the material being suggested. Purchase of items is dependent on the criteria detailed in section 1.1.

Students are expected to purchase their own copies of items likely to be used consistently over the course of a semester or academic year.

Students ordering more than three items within an academic year may be referred to the Library Manager for consideration.

Staff Suggestions

Suggestions from staff for materials needed to support a specific module will usually be purchased. Staff requesting large numbers of items may be asked to refine their choices.

Suggestions from staff to support wider areas of the conservatoire are also welcomed. Materials directly impacting the students' learning and positively enhancing the student experience will be considered, but departmental match-funding may be requested.

Individual staff research will not normally usually be supported.

Staff, student and alumni works

Where relevant to the curriculum, published works by staff, students or alumni will usually be purchased. Other works may be purchased at the end of the financial year where budget allows. Donated items will be accepted where they are likely to be useful.

Section 2: Acquisition Guidelines

2.1 Books

One copy of printed books will be acquired in the first instance, duplicated by a digital copy if readily available, accessible and affordable. This enables library users to access each resource in their preferred format.

2.2 Plays

Where a play script is available for printing via a subscribed online platform, one physical copy may be purchased on request. For all other plays, one copy will be acquired in the first instance and demand monitored to inform further purchases.

Play sets will only be acquired at the request of those planning the curriculum, must be included in business planning and are for use in lessons. Plays for sets will be acquired in quantities of ten or twenty as required.

2.3 Sheet Music

Printed scores will be acquired in the first instance. Copies will be added as required for each performer involved, unless printing additional copies under licence is the better option.

Digital sheet music downloads will only be purchased where it is time- and cost-effective, unless it is the only format option. Digital music downloads will be held in the library's repository together with the licence terms and printed and distributed in line with any restrictions applied.

2.4 Journals and Magazines

Individual journal and magazine subscriptions will be acquired for the curriculum, based on KeyLinks resource lists. A digital subscription is preferred where cost and platform access allow. The journal and magazine collection's usage will be monitored, and subscriptions only renewed if they are giving value to the student experience.

2.5 Audio and Video Recordings

The physical audio and video collections are no longer being developed. CDs, DVDs and Blu-ray discs will only be added to stock at the direct request of those planning the curriculum, and in the format specified. Occasionally, a sound recording unavailable on a subscribed or free platform may be acquired on request.

Means of playing audio and video recordings are available in the library building.

2.6 Digital Resource Collections

The acquisition of all digital resource collections is conditional upon the criteria specified in section 1.1 as well as:

- Means of access and breadth of availability
- Overlap with free platforms or other subscribed resources
- Potential number of users/modules supported by the resource

Material included in collections could include, but is not limited to, books, play scripts, instructional videos, journals and journal articles, magazines, audio and video recordings, and reference sources. Digital collections of sheet music will not normally be acquired unless they are directly useful for private study for a number of students.

2.7 Resources for performances and practical performance exams

Large performance sets: (orchestral sets, choral sets, etc.) will be purchased for Leeds Conservatoire projects and core ensembles. SU and non-curriculum-related activities are not normally supported.

Printed play scripts: sets will be acquired for assessed performances, providing they

are likely to be of future use. Sets are usually acquired in quantities of ten or twenty.

Hire materials: the library does not deal with hire companies for music or theatre resources. This is done by individual departments. The library will organise, issue and track hire material on behalf of the department where requested. Any hire-only materials requested for conducting or performance assessments will be declined.

2.8 Access to stock without acquisition

Free online resources: students will be directed to online repositories such as IMSLP and Academia to download their own copies of requested materials. IMSLP downloads will be used for replacement parts for music sets, and to create sets for in-house use where legal; such sets will not form part of ordinary library stock. Legal free resources will be used to satisfy requests wherever possible.

Licences: the library will purchase licences for copying restricted materials where cost-effective and legally prudent. Current licence schemes include:

- HE Printed Music Licence: dated copies (print or digital) of library-owned materials can be made for named conservatoire activities.
- CLA Licence: part-copies of library-owned books (not music) or copies journal articles (exceptions and restrictions apply)
- DCS (via CLA Licence): digital copies of chapters (or up to 10% in extracts) of books, or of journal articles, for specified modules, shared in a secure area (e.g. VLE).

Other libraries and repositories: Access to other academic libraries for students and staff is available via the Sconul Access scheme. Students may be directed to another Leeds library to use resources on site or to borrow directly. Students and staff may also borrow from the collections at the University of Hull on visiting in person.

Inter-library Loan (ILL): materials can be borrowed from other libraries through ILL. This will be applied where an item is out of print, of limited use or prohibitively expensive. For all ILL materials the regulations of the lending library apply.

2.9 Donations

Donations of physical resources are rarely accepted. Any materials accepted must meet the majority of these criteria:

- Good physical condition
- Of use to conservatoire students and/or staff
- Relevant to the curriculum or the aims of the conservatoire
- Likely to contribute to income generation

Where donations are accepted, they will become subject to the collection management rules of the library. All donations will be sorted before cataloguing and may be offered to students via the library's book sale. Small donations may be taken

on an ad hoc basis on these terms.

3: Collection Management

Any usable withdrawn stock will be offered to conservatoire students and staff via the library's book sale. Where large areas of stock are to be discarded, these may be offered to other organisations.

Should the size of the collection need to be reduced, physical items that are also available digitally may be removed.

Rare or expensive items should be referred to the Head of Learning Enhancement for consideration.

3.1 Under-used materials

Usage statistics are used to determine when material is no longer relevant to the students and staff using the library.

Materials not used for five years may be considered for withdrawal. Discretion will be applied to certain areas of the collection, such as printed music, but these may be removed after a significant period of non-use. Access to materials included on module resource lists will be maintained in some format, and a discussion opened about the value of the under-used item being on the list.

3.2 Obsolete materials

New editions will be acquired where the previous edition is no longer valid (e.g. the law has changed) or significant changes in social or industry practices have taken place. Where there are significant differences in the publication, only one edition will be held in the library. Mixed editions are acceptable if a copy needs to be replaced but the content is largely the same. Core texts will always be available in the latest edition.

Where significant changes are made to the curriculum, materials may be discarded without considering usage data. Relevance to other areas of the curriculum will always be considered before withdrawals are made.

3.3 Damaged materials

Items in poor condition may be removed from the collection. Repairs will be undertaken where practical. Irreplaceable items will be repaired if possible but may ultimately need to be discarded. Materials will be purchased to replace lost or damaged items that are relevant and recently used.

Ensemble sets that are unusable owing to poor physical condition or with missing parts that cannot be replaced will be discarded. Missing parts will be replaced in line

with the considerations specified in section 1.1. Where required, the whole set will be replaced.

3.4 Contentious materials

Librarians do not censor. Books that are out of date, that reflect older social or political views, or that contain offensive terms will be retained if they remain relevant to the curriculum. Where a subject has more than one mainstream school of thought, efforts will be made to represent all of these opinions. They will be classified in a way that separates them from more modern materials. Material will be considered on its own merits, and not by the politics, criminality or other contentious issue of their creator(s).

4: Archive and Special Collections

The jazz archive no longer serves the interests of the institution and will be undergoing a rationalisation during the 2024-25 academic year. Resources retained will focus on:

- Noteworthy and curriculum relevant special collections
- Leeds Conservatoire institutional archive
- Leeds based music, drama and performing arts organisations

The archive will not normally be added to, unless collections come with an appropriate sum of money to develop and exploit the material.

Occasionally the library may be offered a collection of local, national or international importance. In this case the Library Manager and Head of Learning Enhancement will seek the views of the Heads of School, before coming to a decision on acceptance.

Procedure

N/A

Responsibilities

Library Manager:

- Overseeing policy implementation and advising as required.

Librarians:

- Purchasing and deleting stock.

Module Coordinators:

- Completing Module Resource lists each year and returning them to Liaison Librarians.
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Liaison Librarians:

- Ensuring all Module Resource lists are forwarded to the Quality team.

Quality Team:

- Appending new Module Resource lists to the validation documents each year.