

# THE GLASGOW SCHOOL OF ART

## LIBRARY SERVICES COLLECTION MANAGEMENT POLICY

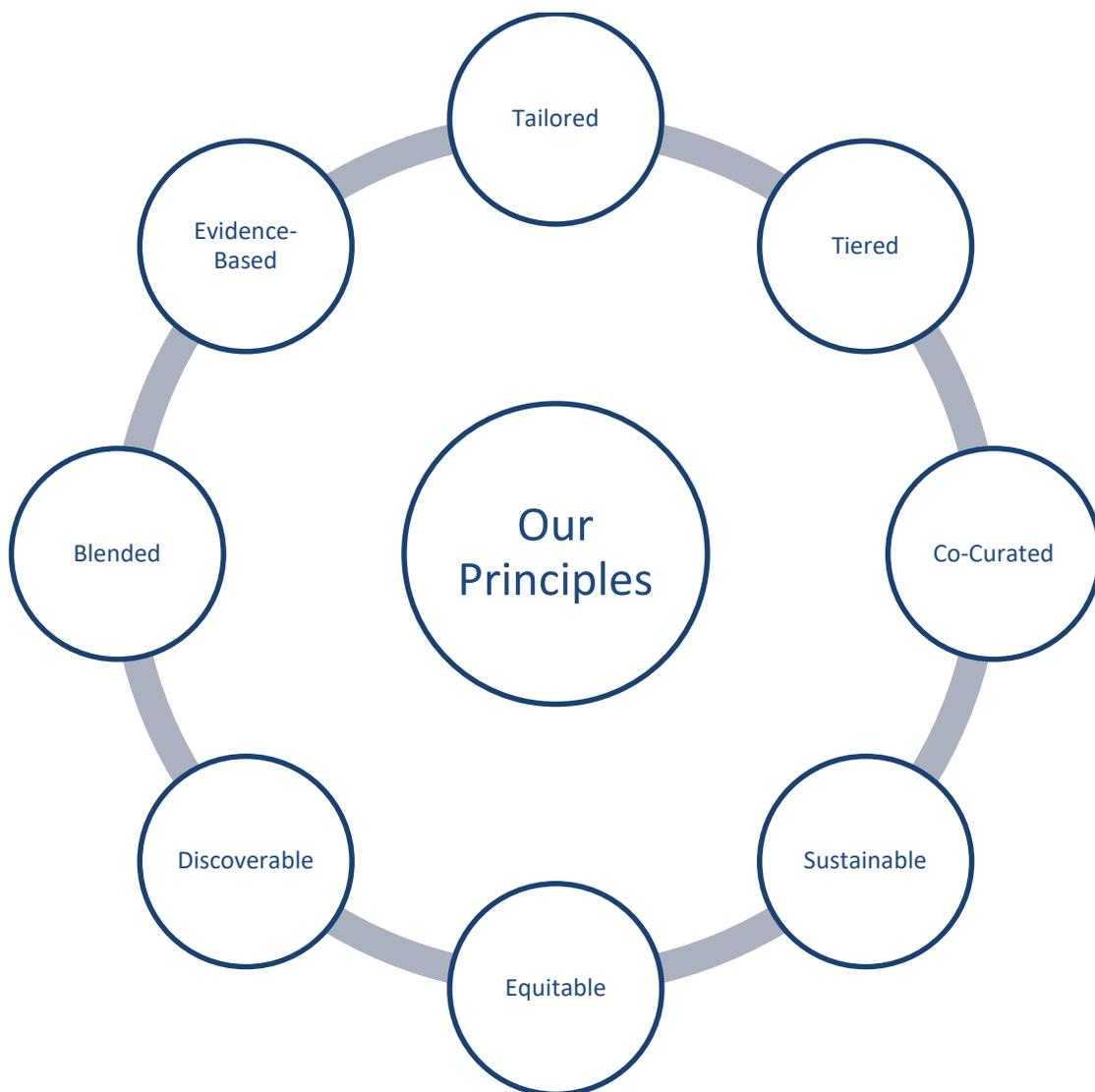
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## Collection Principles

Our vision in Glasgow School of Art Library is to deliver an excellent, cost-effective service that allows easy, inclusive access to the high-quality resources, facilities and services that our students, researchers and staff require. We will forge partnerships within and beyond the School to support and realise this goal. Within the Library, we will foster a culture of innovation and flexibility, and a commitment to our service goals and to professional growth and development.

We recognise our duty to develop and manage our collections for both current and future generations of students and researchers, and our responsibility to make them accessible in an equitable manner. This Collections Policy establishes transparent criteria by which additions to the Glasgow School of Art Library's print and digital collections are assessed and selected, and the procedures the Library will follow when managing these resources.

Our collections and decision-making will be informed by 8 key principles:



1. Our collections will be **TAILORED**: we will develop collections that support the particular information and research needs of the students, staff and researchers of Glasgow School of Art. Our collections will support the curriculum, research activities, and business of GSA and its industry partners.
2. Our collections will be **TIERED**: we will manage and provide access to our collections across three tiers: *lending, reserve* and *special*.
3. Our collections will be **CO-CURATED**: the development of our collections will be undertaken by our professional staff in conjunction with our stakeholders. In particular, we will provide mechanisms to allow members of the GSA community to co-curate our collections with us. We will encourage and engage constructively with feedback.
4. Our collections will be **SUSTAINABLE**: we will adhere to a steady-state model in which our collections remain relevant, current and accessible.
5. Our collections will be **EQUITABLE**: we will address our collections to GSA's undergraduate, postgraduate, teaching, and research communities. No-one should be disadvantaged in the use of our collections, and we will work proactively to diversify the resources we hold.
6. Our collections will be **DISCOVERABLE**: we will strive to make our print and online collections as accessible as we can. We will catalogue our collections to internationally-adopted standards, and will release our metadata to external harvesters. We will digitise items from our collections where this is both affordable and practicable.
7. Our collections will be **BLENDED**: we will purchase and promote the high-quality online resources our readers require, whilst recognising the continued relevance of print for our subject disciplines.
8. Our decision-making will be **EVIDENCE-BASED**: we will encourage feedback on our collections from all members of the GSA community, and subsequent collection development will be informed by this feedback, along with data from evidence-bases. We will seek to achieve best value in our purchasing in order to maximise return-on-investment.

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**PRINCIPLE**

**1**

**TAILORED**

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## 1.1. Collecting Remit

Our collecting areas will reflect the learning, teaching and research interests of the Glasgow School of Art, and, where appropriate, its industry partners. We will also strive to develop and maintain collections that address the broader research interests and needs of the GSA community, remaining alert to the increasingly interdisciplinary nature of arts research.

Our main collecting focus remains contemporary creative practice. However, we will also aim to develop and maintain collections in complementary subjects and disciplines, to offer our staff and students a broader base to their learning and teaching. We will strive to do this where it does not duplicate collections held by other local institutions to which the GSA community enjoys easy access.

The long-term strategic planning of our collections will be informed and guided by the GSA Strategic and Operational Plans<sup>1</sup>.

## 1.2. Selection Criteria

The following factors will be taken into account when considering titles for purchase. The list is not exhaustive, and other factors may be considered as part of any selection process.

- Author authority
- Publisher reputation
- Currency of content
- Relevance to GSA subject and research disciplines
- Relevance to GSA learning, teaching and research strategies
- Recommended or required reading at GSA
- Presence of bibliographies, indexes and references
- Uniqueness of content
- Quality of illustrations and plates
- Edition
- Local availability in other libraries
- Price

In conjunction with these criteria, the librarians may also refer to book reviews in the professional press. They may also consider whether a particular title fills an identified gap within our existing collections.

In addition to those criteria outlined above, other factors may be considered when assessing journals for purchase or subscription. These may include:

- Whether the journal is peer reviewed
- Whether the journal is indexed in one of the databases to which the Library subscribes

>> The selection criteria for digital content are outlined under [7.2 Selection Criteria for Digital Content](#)

### **1.3. Editions**

It is Library policy not to automatically replace earlier editions with subsequent editions of titles, either in print or online. This is due to the unique nature of art and design publications where information is not generally superseded in a way that remains true for the sciences. Technical publications, manuals, legislation, contracts, standards, and professional guidelines in the subjects of architecture and building will generally be replaced by newer editions when they become available.

Where a subsequent edition of a title is specifically requested by a tutor, it will normally be purchased for the collection, although the Library reserves the right to refer students to earlier editions.

### **1.4. Priority Collecting Areas**

The librarians may, where appropriate, identify short-term priority collecting areas, where budget allows and where there is an identified need. Priority collecting areas will be identified through the librarians' own knowledge of gaps or weaknesses in the collection, or through formal or informal liaison and discussions with members of the GSA community. Priority collecting areas will typically be established short-term to fill identified gaps in the collection or to respond to newly developing programme areas.

### **1.5. Document Supply**

The Library will provide a document supply service to enable its readers to acquire print books, conference proceedings, or journal articles from other libraries to which they do not enjoy easy access, and where it is impractical or undesirable to purchase these items for its own collections. The Library will provide appropriate routes through its website<sup>2</sup> to allow readers to place requests.

The Library will normally allow other institutions within the UK library network to borrow books from its Lending Collections. Books from its Reserve Collections will normally be evaluated on a case-by-case basis. Books within its Special Collections will not be supplied; nor dissertations or theses from the collection, though the latter may be requested for digitisation via the British Library's EThOS<sup>3</sup> service.

### **1.6. Professional Accreditation**

As part of the accreditation of specific academic programmes by professional bodies, the Library's print and digital collections may be evaluated to ensure that students on these courses have access to materials of the right extent and level. The librarians will work alongside academics and professional bodies to ensure that the Library's collections meet these requirements, and will work to remedy any identified weaknesses.

### **1.7. New Programmes and Library Implication Statements**

The Library will proactively support the development of new programmes of study within GSA, and will develop new areas of its collections to support these programmes where required. Programme leaders are required to seek a Library Implications Statement from the librarians, which will form part of their programme proposal documentation.

The librarians will evaluate the remit and scope of the proposed programme, and will identify any relevant weaknesses in the current collections that require redress. They will also provide indicative costs. Where new journal subscriptions are required, these costs will be based on a minimum 5-year subscription period.

Once a programme is approved by the relevant committees and recruitment commences, the Library will work with the Finance Office to transfer funds as indicated in the Library Implications Statement to the Library.

**PRINCIPLE**

**2**

**TIERED**

The Library's collections will be managed across three distinct tiers:

## **2.1. Lending Collections**

The Library will develop and maintain a lending collection that supports the current teaching, learning, and research interests and strategies of the School. The librarians will keep the collection under continuous review in order to ensure that it remains current, reliable and useful for the GSA community. They will also balance this need for currency with the need to ensure the collection remains balanced and rounded in the long term. The collection will include titles on the core disciplines taught and studied at GSA, but will also include other disciplines that complement these core subjects.

Items in the Lending Collections will be housed on open shelves and will be borrowable under all normal circumstances. The circulation and fine regimes of particular collections will be outlined on the Library website<sup>4</sup>.

### **2.1.1. Audiovisual Material**

The Library will also develop and maintain a DVD collection of audiovisual material. This will include commercially available studio films, world cinema, documentaries, technical instructional films, and (subject to budgetary constraints) artists' films. In the case of DVD titles, Region 2 compatibility will be preferred. However, the availability of Region 1 format only will not normally militate against the purchase of a DVD.

The Library will develop and maintain a collection of off-air television recordings from digital channels through the online platform Planet eStream<sup>5</sup>. It will do this under the terms of its Educational Recording Agency licence<sup>6</sup>. Recordings will be stored on the GSA Planet eStream server and GSA staff and students will be able to access these from both on- and off-campus. Recording decisions will be based on knowledge of the interests of our users and relevance to our subject disciplines, with programmes identified through regular checking of listings magazines and the Planet eStream website. Users can submit requests for off-air recordings directly through the Planet eStream Connect service and from the Record TV function. For content unavailable through Planet eStream, an off-air recording request form will be made available through the Library website.<sup>7</sup>

- >> Digital streaming services are covered under 7.2 Selection Criteria for Digital Content
- >> Adult DVDs are covered under 5.3 Controversial Material and Duty of Care
- >> Foreign-language DVDs are covered under 5.4 Materials Not in the English Language

### **2.1.2. Fiction and Graphic Fiction**

The Library will also maintain a fiction and graphic fiction collection to supplement its main collecting areas. The focus of these collections will be on supporting literacy and reading for leisure.

### **2.1.3. Resource Lists**

The Library will maintain a short-loan collection of readings set by tutors. It remains the responsibility of individual tutors to submit their resource lists to the Library in good time. The Library cannot be held responsible for a lack of availability of readings where tutors fail to submit their lists.

Tutors are required to separate their lists into 'key' and 'additional' readings. For key readings, one print copy of each key text will be lodged in the short-loan collection for intensive study, supplemented, where available, by an electronic copy for quick remote reference. The Library may undertake periodic title-matching of key texts against the backlists of its e-book suppliers in order to identify electronic copies for purchase. Where electronic copies are not available, extra print copies of the text will be purchased for normal borrowing using a ratio of 1 copy/10 students, though the Library reserves the right not to meet this ratio where volumes are prohibitively expensive. For additional readings, the Library will normally purchase single print copies for normal borrowing.

The Library will employ relevant online platforms to enable resource lists to be accessed and browsed online, and embedded within the virtual learning environment. The Library will also supply scans of excerpts of key texts, either through in-house scanning or via the CLA Digital Content Store/Enhanced Higher Education Supply Service<sup>8</sup>. The provision of scans is subject to UK copyright legislation, and all relevant terms and conditions of the institution's CLA licence.

## **2.2. Reserve Collections**

The Library will maintain a reserve collection of older, rarer or lesser-used material to support the in-depth research needs of its readers. Items in the Reserve Collections will be housed on closed shelves and can be requested for consultation in the Library in all normal circumstances.

### **2.2.1. Dissertations and Theses**

The Library will take deposit of past theses and dissertations from academic programmes and provide access to them for private research and study. This is done through the provisions of the Intellectual Property Created by Students policy<sup>9</sup>. In the specific case of the Design, History & Theory and Fine Art Critical Studies programmes, only those dissertations that achieve an A-grade will be accepted into the collection from 2017 onwards.

The electronic deposit of PhD theses to RADAR<sup>10</sup>, the School's institutional repository, falls outside the remit of this policy and is instead covered by GSA research degrees regulations.

In previous practice, second copies of PhD theses may also have been lodged with the University of Glasgow Library<sup>11</sup>. This is no longer a requirement for GSA PhD candidates. Enquiries regarding copies previously lodged with the University Library should be directed to appropriate personnel in that institution.

>> The external loan of dissertations is covered under 1.5 Document Supply

>> The deaccession of dissertations is covered under 4.4 Deaccession of Reserve Collections

>> Embargoes on theses is covered under 6.1 Physical Access to Lending and Reserve Collections.

>> The publication and sharing of thesis metadata is covered under 6.6 Metadata Harvesting and Sharing.

>> The digitisation of theses is covered under 6.7 Digitisation

### **2.2.2. Journals**

The Library will maintain a subscription list of journals, serials and magazines within the School's main subject disciplines and appropriate complementary subjects. The Library will strive to maintain and provide access to backfiles and archives of past issues of the journals to which it subscribes, either in print or online.

To achieve best value, the Library will normally employ a subscriptions agent to manage its subscriptions list. The agent will be selected by the SHEDL consortium through periodic competitive tender.

>> The deaccession of print journals is covered under 4.4 Deaccession of Reserve Collections

>> E-journals are covered under 7.2 Selection Criteria for Digital Content

>> The discontinuation of subscriptions is covered under 8.5 Achieving Best Value

>> Subscription agents are covered under 8.6 Consortia and Procurement

### **2.2.3. Monographic Research Outputs**

The Library will strive to support our colleagues in Research and Enterprise as they prepare the institution's submission to the Research Excellence Framework<sup>12</sup>. To this end, the Library will maintain a collection of research outputs for the current REF-cycle within its Reserve Collections.

For the purposes of this policy, research outputs are defined as the published monographs that follow from research undertaken by GSA academic staff. Other types of output, such as journal articles, will fall instead under the remit of the GSA Open Access Policy<sup>13</sup>.

Research-active staff are required to donate print copies of their published monographs to the Library wherever these are available. The outputs will be catalogued and stored by the Library for eventual REF submission. The Library will supply the Research and Enterprise office with collections management data upon request to aid the submission process.

### **2.2.4. Zines**

The Library will maintain a collection of zines in order to reflect underground and sub-cultures. For the purposes of this strategy a zine will demonstrate one or more of the following characteristics:

- A self-published, paper-based work of original or appropriated text and images, usually reproduced via reprographic means
- A work with a small distribution, typically with less than a thousand

- A work with a predominantly non-commercial ethos which reflects and draws upon punk-anarcho or DIY aesthetics

In line with the Zine Librarians' Code of Ethics<sup>14</sup>, the Library will strive to maintain and develop a collection that reflects the full diversity of those who create zines. The Library will also endeavor to collect zines created by members of the GSA and local communities.

>> Controversial materials are covered under **5.3 Controversial Material and Duty of Care**

### **2.3. Special Collections**

The Library holds a number of important Special Collections, developed since the School's foundation, and comprehensive information on these collections can be found on the Library's website<sup>15</sup>.

It is accepted that the definition of a Special Collection title will vary greatly from title to title, although most titles will possess at least some attributes in common, such as rarity, value or age. Rarity or uniqueness will generally be assessed through union catalogues such as Library Hub Discover<sup>16</sup> and WorldCat<sup>17</sup>.

For titles to enter Special Collections they will generally be expected to meet at least 3 of the following criteria. However, this list is non-exclusive, and the Library reserves the right to place any title it sees fit into Special Collections.

- Title is particularly rare
- Title is published before a rolling dateline, currently set at 1850
- Title exceeds a value of £350, to be reviewed annually to account for inflation and cost fluctuation
- Title is subject to purchase or bequest covenants that specify inclusion in Special Collections or other restricted access conditions
- Title is a first edition
- Title is a limited edition
- Title has a particularly noteworthy provenance
- Title contains noteworthy bookplates, signatures or other markers
- Title contains valuable prints or plates that otherwise would be at risk of theft or damage.

The Library defines an artist's book as an inexpensive artist-produced volume designed for mass distribution. The Library does not generally purchase unique one-of-a-kind volumes, or volumes that are hand-crafted from luxury materials. The Library is happy to buy direct from artists, including our own students, where the items in question meet this definition and are likely to be of interest to our learners and researchers.

**PRINCIPLE**

**3**

**CO-CURATED**

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### **3.1. Academic Liaison**

The selection of resources for the collection will be initiated and facilitated by our professional librarians using their subject knowledge and their knowledge of the learning, teaching and research requirements of GSA.

Our librarians will remain alert to current developments, research activities, and emerging fields of study within their subject areas. They will consult catalogues from publishers and booksellers on a regular basis. They will proactively liaise with staff and students regularly, with the aim of developing our collections in a user-centric manner.

### **3.2. Committee Representation**

Our librarians will attend appropriate internal committees such as Boards of Studies and Student-Staff Consultative Committees in order to report back on our collections, elicit feedback, and proactively address issues as they arise.

### **3.3. Purchase Suggestions**

The Library will proactively provide mechanisms on its website<sup>18</sup> to allow members of the GSA community to make purchase suggestions direct to the Library. There will be a general presumption in favour of purchase, where this is evidently justified, subject to the caveats outlined below. The Library cannot accept purchase suggestions for journals from students, as these represent a recurring annual cost, rather than a one-off spend.

The Library cannot guarantee to have a requested title in stock within any given timescale as we rely on the services of our book suppliers. Any purchase requests should therefore be submitted in good time.

We will strive to satisfy as many purchase suggestions as we can. However:

- The Library reserves the right to reject purchase suggestions where they do not meet the collecting criteria outlined in this strategy
- Similarly, the Library reserves the right to reject purchase suggestions in times of budgetary constraint
- Similarly, the Library reserves the right to reject any purchase suggestion where the suggested title is unlikely to be of interest to a sufficient number of subsequent GSA students or researchers
- Furthermore, where suggested resources are available in other easily-accessible libraries within the local area, purchase suggestions may be rejected and the requester referred to these libraries. This does not apply when the requester's circumstances make it difficult for them to access other libraries easily. Where purchase suggestions are refused and the suggested titles are not easily available locally, inter-library loan will be offered as an alternative option

### **3.4. Feedback, Fora and Focus Groups**

The Library will proactively encourage feedback on our collections from all members of the GSA community through comments forms and informal discussion. In addition, the Library may, from time to time, initiate targeted focus groups with learners in order to identify necessary enhancements. These focus groups will be undertaken in line with the principles of all GSA ethics policies<sup>19</sup>.

Wherever appropriate, subsequent collection development and resource selection will be informed by this feedback, particularly if it identifies areas that could be improved or gaps that could be filled.

### **3.5. External Networks**

The Library will seek to participate in external specialist groups such as Rare Books in Scotland<sup>20</sup>, ARLIS<sup>21</sup>, ARCLIB<sup>22</sup> and Scottish Visual Arts Group<sup>23</sup> wherever possible, in order to update policies, share best practice, benchmark collections, and contribute to professional development.

**PRINCIPLE**

**4**

**SUSTAINABLE**

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#### **4.1. Steady-State Model**

The Library has a duty to ensure its collections remain relevant, current and accessible to all. To this end, it adheres to a steady-state model and will routinely select titles for disposal, or periodically audit the collection to identify larger areas for deaccessioning.

Despite this model, it is accepted that within an art, design and architecture context, information cannot always be said to have become out-of-date or superseded, and that some titles may have research relevance in the future where current relevance is limited.

To achieve the effective retrieval and management of its resources for both the Library and its users, the Library is committed in the long-term to an optimal shelf capacity of 75%. This allows for efficient collection management, navigation, re-shelving, and interfiling of new acquisitions.

>> The termination of digital content is covered under [7.4 Termination of Digital Content](#)

#### **4.2. Deaccession of Lending Collections**

The following criteria will apply when considering titles for disposal:

- Title is rarely used
- Title is a duplicate copy
- Title is damaged and beyond repair
- Information has been superseded
- Online copy now available

This list is not exhaustive and the Library reserves the right to apply other criteria when making disposal decisions. The Library will generally base its deaccessioning decisions on management data extracted from library and business intelligence platforms.

Where disposal is contentious, the librarians may liaise with academic staff prior to stock disposal in order to solicit opinions and feedback, though the Library reserves the right to dispose of titles wherever it views this as appropriate.

Commercially published titles withdrawn from the collection will normally be offered for sale to GSA staff and students through book sales, or else offered to other appropriate libraries and institutions. However, the Library reserves the right to dispose of titles in any way it deems appropriate.

#### **4.3. Scottish Material and Last Copies**

The Library is a signatory of the Last Scottish Copy Policy<sup>24</sup>, jointly developed by the Scottish Confederation of University and Research Libraries, the National Library of Scotland, and the Scottish Library and Information Council. When removing items from stock, the Library will strive within practicable limits to ensure that Scottish material remains available within Scotland. Scottish material is here defined as:

- Material published in Scotland
- Material published outside of Scotland, in any language, but relating to Scotland
- Material written by Scots
- Material relating to individual Scots or the Scottish peoples
- Material relating to any aspect of Scottish life and culture

Where withdrawn Scottish material is not already held in the national collection, the Library will offer such material to the National Library of Scotland<sup>25</sup>. Volumes not required by the National Library may be offered to other institutions via the Scottish Books Exchange<sup>26</sup>.

#### **4.4. Deaccession of Reserve Collections**

Undergraduate and postgraduate dissertations with low usage will be weeded annually by rolling year. Selected dissertations may be retained despite low usage where these cover topics relating to the history or research interests of Glasgow School of Art.

Students can instruct us to remove their dissertation from the Library at any time by emailing [library@gsa.ac.uk](mailto:library@gsa.ac.uk). As they provide the version of record for the award of a Doctorate, these provisions do not apply to PhD theses.

The Library will periodically review its print holdings of journals to take into account the increasing availability of content online. In some instances, this may result in the disposal of print copy in favour of online copy. Prior to weeding, journals will generally be matched against print holdings elsewhere via Library Hub Discover<sup>27</sup>.

#### **4.5. Deaccession of Special Collections**

The Library accepts that it holds Special Collection titles in trust for both the institution and future generations of researchers. Because of the rarity and value of Special Collection items, there will remain a general presumption against disposal.

In certain unique circumstances the Library may need to consider disposal, for example if several copies of a particular edition of a Special Collection title are held. Disposal guidelines for Special Collections will remain consistent with established professional guidelines and advice. Any disposal from Special Collections will be subject to authorisation from the Head of Library Services. Any title that is subject to purchase, bequest or funding covenants that prevent disposal will be exempt.

Where other libraries and archives can be identified, withdrawn titles may be offered to these institutions in the first instance. Where disposals are to be offered for sale, independent commercial advice will normally be sought on value in order to ensure best value and return-on-investment for the institution. Consideration may be given to offering titles for sale via auction, where this could potentially yield the highest return for the institution. All sums achieved through sale will be returned to the institution to contribute to its learning, teaching and research missions.

#### 4.6. Gifts and Bequests

The Library welcomes donations from individuals or institutions where these satisfy an identified need. Discussions with potential donors will normally occur before titles are accepted.

The criteria for the acceptance of donations include the following:

- Fills identified gaps in the collection
- Fills gaps in journal or directory runs
- Addresses a priority collecting area
- Strongly recommended for acceptance by academic staff
- Addresses a developing area of research or study activity
- Items are of sufficient rarity or value that the Library would be unlikely to be able to purchase them were they to be required by future researchers or students

This list is not exhaustive and the Library reserves the right to accept donations wherever it feels it is appropriate to do so. The librarians will consider both current needs and constraints and the requirement to develop collections that remain rounded and balanced in the long term.

Reasons for the decline of donations may include the following:

- Space constraints
- Condition of items is so poor that they would remain unusable without conservation that cannot be currently afforded
- Donor seeks to place access restrictions on items that cannot be accommodated within the Library's normal working practice or that are at odds with its mission
- Items fall outside of normal collecting areas
- Items run contrary to policies outlined in this strategy

This list is not exhaustive and the Library reserves the right to decline donations wherever it feels it is appropriate to do so. Where donations are declined, the librarians will strive to put the donor in touch with the holders of other collections to which the titles are better suited.

The Library will not normally consider donations that come with conditions on use or access. Similarly, the Library will not normally consider accepting titles into its collection through either long- or short-term loan.

By donating items to the Library, the donor transfers ownership of those items to the Glasgow School of Art and its successors in perpetuity. A donation indicates the permanent transfer of ownership and all associated rights and responsibilities to the Glasgow School of Art. By donating items to the Library, the donor agrees to forego any right to request the return of donated items at any point in the future. The Library reserves the right to use donated items in any way it sees fit, as well as the right to dispose of any items in the future

where this becomes necessary. Donated materials shall be made available to members of the public through physical access, and through digital access where copyright permits.

#### **4.7. Conservation**

The Library will strive to maintain its Special Collections in as sound a condition as possible within organisational constraints. This will include the use of remedial conservation wherever damage or deterioration become apparent. All treatment will remain consistent with best practice. Basic remedial action may include:

- Wrapping in acid-free archival tissue
- Boxing in acid-free archival card
- Tying with conservation tape
- Protection from direct light sources
- Dusting with soft brushes

There will be a general presumption against photocopying or scanning titles, due to the damage that the flexing of bindings or exposure to light can inflict on Special Collection titles. At the discretion of the librarians, private photography without a flash may be permitted for the purposes of private study and research.

>> Conservation surveying is covered under [8.4 Preservation Assessment Surveys](#)

#### **4.8. Valuation**

The Library undertakes to commission appropriate valuations of its Special Collections periodically, and to inform the School of any implications for coverage under the terms of the institution's insurance.

#### **4.9. Image Licensing**

The Library may be approached by third parties wishing to licence images within its special collections for publication or broadcast. The Library does not generally hold copyright for the images in its collections, and can therefore only consider granting permissions where copyright has lapsed and where photography will not damage the original.

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#### **4.10. Disaster Planning**

The Library will maintain a robust and up-to-date disaster plan for its collections, along with the facilities and services that otherwise fall outside the remit of this policy.

**PRINCIPLE**

**5**

**EQUITABLE**

### **5.1. Policy Alignment**

The Library is committed to ensuring that all its collections, services and facilities remain compliant with relevant UK, Scottish and European legislation, such as the Equality Act 2010<sup>28</sup> and the Copyright & Rights in Performances (Disability) Regulations 2014<sup>29</sup>. Our work is also framed by relevant GSA policies on equality and diversity<sup>30</sup>.

Our services and collections are subject to an Equality Impact Assessment<sup>31</sup>.

### **5.2. Diversifying Our Collections**

The Library is explicit in its commitment that its collections should reflect the pluralities of culture, society and experience that constitute today's world. Students are given an opportunity to highlight how particular purchases may help diversify our collections through our purchase suggestions form<sup>32</sup>. We will encourage academic programmes to work with us to identify where we can diversify the volumes we hold, particularly via the inclusion of work from outside the Western European canon.

The Library is committed to supporting both institutional and student-led initiatives to diversify the curriculum. We are also committed to being transparent about volumes in our special and historical collections, and through our Emancipating Our Collections project we will continue to identify the small number of older volumes that contain writings or images that are problematic for a modern, diverse audience. These volumes can be browsed via our website<sup>33</sup>, and their catalogue records describe and outline their content in a transparent way. We continue to seek opportunities to work with people from across the GSA community in order to provide safe, respectful and consensual fora in which these volumes can be interrogated, contested and debated.

### **5.3. Controversial Material and Duty of Care**

The Library recognises its duty to hold collections that stimulate debate and challenge accepted norms. It supports the principles of the IFLA Statement on Libraries and Academic Freedom<sup>34</sup>.

However, the Library also operates within a legal and ethical framework and has certain obligations and legislation with which it must comply. In cases where an individual's academic need is in conflict with our duty of care to others, advice may be sought, with permission, from academic tutors. The Library may also seek the advice and experience of the wider libraries sector as a whole, without compromising individual confidentiality. Some material may be subject to particular circulation regimes to ensure that minors do not gain access.

The Library's purchasing decisions are informed by the following ethical guidelines and institutional policies:

- CILIP Ethical Framework<sup>35</sup>
- GSA Adult and Child Protection Policies<sup>36</sup>
- MLA Guidance on the Management of Controversial Materials<sup>37</sup>

The Library is subject to the following legislation:

- Human Rights Act 1998<sup>38</sup>
- Animal Welfare Act 2006<sup>39</sup>
- Obscene Publications Act 1964<sup>40</sup>
- Racial and Religious Hatred Act 2006<sup>41</sup>
- Terrorism Act 2006<sup>42</sup>
- Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005<sup>43</sup>
- Video Recordings Act 2010<sup>44</sup>

Where material contravenes the requirements of UK or Scottish legislation, the Library will be duty-bound to refuse purchase. Where a film has been refused classification by the British Board of Film Classification<sup>45</sup>, the Library will also be duty-bound to refuse purchase. BBFC regulations prohibit the supply by the Library of any film given an R18 classification.

#### **5.4. Materials Not in the English Language**

The Library recognises that the GSA community is international in scope, and supports the institution's internationalisation strategies. To that end, there will be no bar on foreign language titles, especially if accompanied by good illustrative material.

This may particularly be the case for exhibition catalogues published by institutions abroad. Where a choice is available, a title with a parallel text in English will naturally be preferred, though a lack of English text will not bar a title from being considered for purchase.

In the case of film or multimedia, versions providing English language subtitling will generally be preferred. However, the absence of such subtitling will not necessarily militate against purchase.

#### **5.5. Additional Support Needs and Alternative Formats**

The Library will strive to ensure that readers are not disadvantaged in their use of our collections. We will liaise with Learning Support<sup>46</sup> to make reasonable adjustments for individual learners with additional support needs. This may include the sharing of Individual Requirement Forms, where individuals have indicated that these can be shared with us. We will discuss individual needs with the learners referred to us, and explain the reasonable adjustments we can make to our collections and services in support of their learning.

The reasonable adjustments we offer are outlined on our website<sup>47</sup> and are framed by the Copyright & Rights in Performances (Disability) Regulations 2014<sup>48</sup>. They include:

- Pen readers
- Coloured overlays

- Dedicated contacts
- e-Versions of texts

We will strive to supply alternative formats where this is practicably reasonable. This may include the purchase of e-books that can be formatted or read with accessibility software, where these are commercially available and affordable. We will also participate in the RNIB BookShare<sup>49</sup> service, which provides publications from over 700 publishers that can be read online or downloaded in a number of accessible and audio formats.

Where necessary, we will approach publishers directly via services such as Searchbox<sup>50</sup> for accessible versions of publications we hold in stock. Publisher-supplied texts will come with terms and conditions that the reader must uphold, and all texts are supplied strictly for personal research and study. Learners undertake not to distribute or share any publisher-supplied texts with others.

Our ability to supply an alternative format may be impacted by the following:

- Policies of the publisher in question, and their participation or not in national accessibility platforms
- The speed, or otherwise, of the publisher in supplying the text
- Licensing and copyright restrictions

We will provide information and links to common accessibility programs and plug-ins available to learners on our website. We will also provide scanning facilities to enable learners with additional support needs to scan selected text under the provisions of the Copyright & Rights in Performances (Disability) Regulations 2014<sup>51</sup>.

**PRINCIPLE**

**6**

**DISCOVERABLE**

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## **6.1. Physical Access to Lending and Reserve Collections**

The Library's principal role is to provide and facilitate access to the learning, teaching and research resources that are required by the students and staff of GSA. We therefore develop and maintain our collections for the benefit of GSA students, staff and researchers

We also recognise however, our duty to the wider research and academic community at large, and there will be a general presumption of access for anyone with a bona fide research need. External researchers will be granted access to our collections wherever this is practicable, and where this does not impinge on access for our own students and staff. In particular, access will be assured to anyone wishing to view items deposited in the collections that come with covenants guaranteeing access (e.g. particular bequests or donations, or material purchased with the help of external funders).

Access to external visitors will be granted on a reference only basis. External visitors wishing to borrow from the Library's lending collection can apply to join the Library's external membership scheme through our website<sup>52</sup>. The Library participates in the SCONUL Access<sup>53</sup> scheme, and students and researchers of other UK HEIs can gain limited borrowing rights by joining the scheme through their home institution.

Due to the small, compact nature of the GSA estate, the Library cannot support the purchasing, administration or management of satellite libraries within other departments. Instead, departments should discuss their requirements with the Library, and the Library will seek to purchase what it can and make these available for borrowing in the normal way. Should departments wish to maintain their own in-house collections of books for the use of their staff, they are at liberty to do so but the department in question must shoulder all costs.

In line with GSA research degrees regulations, authors of theses are permitted to request an embargo on public access up to a maximum of three years. The Library will refer any requests to the author in the first instance until such time as the embargo has passed.

## **6.2. Physical Access to Special Collections**

In its role to support learning, teaching and research, the Library strives to facilitate access to all its collections, which is balanced against its duty to protect and conserve particularly rare or valuable items both for the institution and for future researchers. For this reason, items with Special Collections will be subject to particular access arrangements.

Where surrogate versions of titles are available, particularly in electronic format, the Library may encourage consultation of the surrogate in order to protect the original, apart from where there are compelling research reasons for consulting the original.

## **6.3. Remote Access to Digital Content**

The Library will work with colleagues in IT to enable access to the electronic resources to which it subscribes. The means of access will normally depend on the resource in question, though in general the Library will favour resources that allow concurrent access across the entire GSA community via protocols such as Shibboleth.

It is Library policy to purchase electronic resources that can be accessed within the Library itself and/or through remote networks via access management systems. These networks may be unsecured (such as the World Wide Web), or secured (such as the Virtual Learning Environment). The Library would not normally purchase from its own budget electronic resources that are solely available elsewhere (for example, within teaching units), even when those resources meet the selection criteria outlined in this strategy.

Due to network security issues and the terms and conditions of licence agreements with data suppliers, the Library cannot normally provide access to its computing facilities or online resources to external visitors and researchers.

#### **6.4. Library Catalogue and Discovery Tool**

The Library will maintain online catalogue<sup>54</sup>, discovery layer and resource list platforms to allow its users to discover and navigate both its print and online collections. We will also produce other finding aids for discrete collections or subjects, which will be made available through our website<sup>55</sup>.

It is Library policy not to activate and surface abstract-only or non-Shibboleth compliant resources in its discovery layer

#### **6.5. Metadata Standards**

The Library catalogues to three standardised levels of bronze, silver or gold, depending on the requirements of each of its collections. Our cataloguing practice is outlined in a separate Metadata Manual.

To maximise discoverability and interoperability with other systems, both internal and external, all levels conform to internationally recognised sector-wide standards, including:

- Anglo-American Cataloguing Rules<sup>56</sup>
- MARC21<sup>57</sup>
- Resource Description and Access<sup>58</sup>

The Library's cataloguing of Special Collections will remain consistent with established professional policies and guidelines. In general, cataloguing practice will follow Descriptive Cataloguing of Rare Materials (Books)<sup>59</sup>, adapted for in-house use. Catalogue records will seek to describe not just the content of titles, but also their physical characteristics as discrete design objects, and elements of their post-production history, collecting and use.

#### **6.6. Metadata Harvesting and Sharing**

To enhance resource discovery, and to publicise our collections more widely, the Library will periodically release its metadata to external services, union catalogues and harvesters. We will strive to achieve this wherever our technical infrastructure allows, and where it does not impose a cost burden on the Library.

In addition, thesis metadata will be periodically harvested from RADAR<sup>60</sup>, the School's institutional repository, and made discoverable via the British Library's EThOS<sup>61</sup> service. EThOS may, in turn, release this metadata to external services such as Google Scholar<sup>62</sup>, CORE<sup>63</sup> and ResearchFish<sup>64</sup>.

## **6.7. Digitisation & Re-Use**

The Library may periodically seek to digitise selected titles from its Special Collections. Selection criteria are generally based on the potential pedagogical uses for the title, or its visual and graphical content, subject to copyright restrictions. The Library will note the availability of surrogates or digital copies in the item's catalogue record.

Digital versions of some of the Library's special collections are currently available, in a variety of formats, on the Internet Archive<sup>65</sup>. The Library also has digitised resources hosted with the Visual Arts Data Service<sup>66</sup>.

It is Library policy to release its digitised content, wherever possible, under a Creative Commons BY-SA licence<sup>67</sup>. This will allow for the viewing, download, re-use and remixing of our content. Content that has been licensed in this way will also be uploaded to Wikimedia Commons<sup>68</sup>, where appropriate.

>> Commercial use or publication is covered in [4.8 Image Licensing](#)

In line with GSA research degrees regulations, authors of theses are required to deposit an electronic version of their completed thesis in RADAR<sup>69</sup>, the School's institutional repository. The Library will link to these deposits from its own catalogue<sup>70</sup>. Where an electronic copy is not yet available, the digitisation of the print copy held by the Library may be requested by registered users of the British Library's EThOS service<sup>71</sup>. This service is offered under a first-user-pays model, with charges set by the British Library.

## **6.8 Takedown Policy**

The Library will seek to ensure that its digitised content conforms to UK copyright legislation as far as is practicable, and will operate a takedown policy in the case of dispute. If you are a rights holder and are concerned that your rights may have been infringed, please write to us immediately at [library@gsa.ac.uk](mailto:library@gsa.ac.uk) or Head of Library Services, Glasgow School of Art Library, 164 Renfrew Street Glasgow, G3 6RF.

## **6.9. Exhibition**

The Library remains keen to encourage the exhibition of items from its Special Collections, and will seek to liaise proactively with academic and exhibition departments within the

School in order to achieve this. The Library will also, from time to time, exhibit these items in its own display cases.

The Library will be sympathetic to any request from reputable external institutions to exhibit Special Collection titles, especially where this helps to increase access for researchers to an otherwise restricted item.

#### **6.10. Open Access Publishing**

The curation and management of the institution's open access research falls outside the scope of this policy, and falls instead within the remit of the GSA Open Access Policy<sup>72</sup>. The Library will continue to monitor how developing OA models, such as 'freemium', 'crowdfunded', 'read-and-publish' and 'library subsidy', might impact upon monograph publishing, and how initiatives such as Plan-S<sup>73</sup> may impact upon the institution.

**PRINCIPLE**

**7**

**BLENDED**

## 7.1. Selection Criteria for Digital Content

The Library will purchase and promote the high-quality online resources our readers require, whilst recognising the continued relevance of print for our subject disciplines.

Inevitably, the Library will be unable to fund all the requests it receives, and must necessarily define tight parameters for the digital content it will purchase. For the removal of doubt, the Library cannot fund the following, which would normally fall to individuals, Academic Schools, or other professional support departments:

- Software and other computing applications
- Digital platforms or services that are primarily related to professional development, training, or health and wellbeing
- Memberships, subscriptions or rental agreements with professional bodies or arts organisations
- ‘Rental’ streaming services (such as those provided by Netflix) and online players from arts organisations or cinemas
- Any electronic resource that is ‘non-circulatable’ and that can only be accessed via an individual’s own device or login. This includes e-books that are commercially available for single-person download to an e-reader or similar device. Any e-books purchased by the library shall instead be accessible via a web browser to the GSA community at large via a network login

The librarians will normally identify electronic resources for addition to the Library collection through in-depth subject knowledge and critical judgement. They will also apply their understanding of user demand and needs, and their knowledge of GSA learning, teaching and research practice, and strategic objectives. For some resources they may seek the opinions of academic staff - this may involve setting up trials of particular resources for certain time periods, in order to allow academic staff to use the resource and provide feedback. Appropriate feedback and communication channels will be maintained during these trials.

Resources that provide full-text content will generally be weighted higher than equivalent resources that only provide abstracts or citations. However, it is accepted that in some subject areas full-text may not be available.

In all purchase considerations, relevance to the subject portfolio of the School will carry significant weight. In particular, where there is no clear difference between reasons to purchase and reasons to reject, the final decision will normally rest with subject relevance. Opinions on subject relevance may be sought from academic staff.

>> Access models are covered in [8.5 Achieving Best Value](#)

>> Consortia purchase is covered in [8.6 Consortia](#)

## **7.2. Desiderata**

Inevitably, the Library is unlikely to be able to acquire everything it would ideally like for its readers. To this end, it will maintain a desiderata of digital resources it would like to purchase, were resources to become available. These desiderata will be updated periodically.

## **7.3. Termination of Digital Content**

Electronic resources are subject to continuous change. Content may increase, or else decrease or change in scope. The Library may undertake periodic audits of its electronic resources to ensure that they remain useful and justified. Audits may also be used to identify subject gaps in the collection and to help prioritise future purchases.

Electronic resources are generally not purchased outright, but are licensed for use for a set period of time. Following a collections audit, or at any other time, the Library reserves the right to discontinue its subscription to any electronic resource.

The Library may decide to discontinue its subscription for the following reasons:

- A substantial increase in cost.
- A substantial decrease in content or drop in content quality.
- Changes to the licence agreement, and particularly changes to use.
- A better competing product comes onto the market.
- Changes to modes of access and access permissions.
- Usage statistics show that the resource is rarely used, even after marketing.

This is not an exhaustive list and other factors and considerations may come into play.

Notice will normally be given and consideration made to the impact on teaching and study if a resource has been identified for discontinuation. Particular consideration will be given to cases where discontinuing the current subscription will also remove access to all backdated content. Consideration will also be given to cases where licence agreements necessitate the removal of all downloaded content from teaching materials upon the discontinuation of a subscription.

The Library will generally consult with academic staff before discontinuing a subscription, though it reserves the right of final comment.

**PRINCIPLE**

**8**

**EVIDENCE-BASED**

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### **8.1. Local and National Surveys**

The Library will proactively encourage feedback on its collections from all members of the GSA community through its own annual survey. We will also analyse and react to feedback supplied in relevant questions of the National Student Survey<sup>74</sup>. Wherever appropriate, subsequent collection development and resource selection will be informed by this feedback, particularly if it identifies areas that could be improved or gaps that could be filled.

### **8.2. Knowledge-Bases and Metrics**

The Library will periodically employ business intelligence platforms to analyse the usage and borrowing patterns of its collections, and this will inform disposal and purchasing decisions. COUNTER<sup>75</sup>-compliant usage statistics will be harvested for its digital content, using services such as the Journal Usage Statistics Portal<sup>76</sup>. Average usage and trends will be monitored and will inform marketing initiatives and retention or termination decisions. In particular, the Library may compile cost-per-use data for its online resources to identify underperforming resources that could potentially be replaced with other better-used resources.

### **8.3. Benchmarking**

Where possible, the Library will seek to benchmark its services and collections against those of other comparable institutions. It will generally employ statistics supplied by SCOUNL<sup>77</sup>, HESA<sup>78</sup>, and Unistats<sup>79</sup> in its analysis, along with other datasets.

### **8.4. Preservation Assessment Surveys**

To manage and prioritise conservation activities, the Library may undertake Preservation Assessment Surveys. These allow institutions to develop an evidence-base for the state of preservation of their special collections. The survey uses a tested methodology established by the British Library, and provides evidence to support preservation planning and management by assessing:

- The condition of the collection
- The usability of the collection
- The significance of the collection to the institution and more widely

### **8.5. Achieving Best Value**

It is general library policy to purchase paperback editions of print titles in preference to hardback editions in order to maximise return from budget. However, hardback editions may be purchased when a paperback edition is unlikely to be published (or will not be published for a considerable time), or if the title is likely to be sufficiently used that paperback editions are likely to be easily damaged.

The Library will normally only consider purchasing audiovisual content through a one-off purchase price. It will not normally purchase resources where these are charged at a price that is higher for institutions than for individuals. In particular, the library cannot acquire resources through a licensing or rental model, nor pay for screening licences. These costs will be borne by the academic programmes in question.

Where electronic subscriptions are bundled with print subscriptions and are offered at no additional cost above the print subscription cost, the Library will strive to activate electronic access and make this available to readers. The Library reserves the right to discontinue print subscriptions in favour of electronic subscriptions where these are substantially less expensive and provide better return-on-investment. In particular, the Library reserves the right to migrate print journal subscriptions to online access, or to purchase electronic versions of books in preference to print.

With regards to digital content, the Library will generally prefer outright purchase with unlimited access, where this is economical. It may purchase materials under other models, such as 'Access-to-Own' or evidence-based selection, where these provide the best return-on-investment.

## **8.6. Consortia and Procurement**

The Library will strive to achieve best value in its purchasing in order to maximise return-on-investment. Library procurement will remain consistent with all relevant GSA procurement policies<sup>80</sup>.

The Library participates in the SHEDL<sup>81</sup> collaborative purchasing initiative, which provides discounted purchasing and collective bargaining with publishers, platforms and subscription agents. Wherever possible, our purchasing will remain subject to these arrangements. Where a SHEDL agreement does not exist for a particular resource, the Library will use other sector-wide agreements negotiated by APUC<sup>82</sup>, JISC Collections<sup>83</sup> and others.

# NOTES

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- 1 <http://www.gsa.ac.uk/about-gsa/key-information/strategic-plan/>
  - 2 <https://lib.gsa.ac.uk/inter-library-loans/>
  - 3 <https://ethos.bl.uk>
  - 4 <https://lib.gsa.ac.uk/borrowing-material/>
  - 5 <https://gsa.planetestream.com/>
  - 6 <http://www.era.org.uk/>
  - 7 <https://lib.gsa.ac.uk/off-air-recording/>
  - 8 <https://www.cla.co.uk/>
  - 9 <http://www.gsa.ac.uk/about-gsa/key-information/policies/institutional-policies/>
  - 10 <http://radar.gsa.ac.uk/view/theses/>
  - 11 <https://theses.gla.ac.uk/>
  - 12 <http://www.ref.ac.uk/>
  - 13 <http://www.gsa.ac.uk/about-gsa/key-information/policies/institutional-policies/>
  - 14 <https://zinelibraries.info/code-of-ethics/>
  - 15 <https://lib.gsa.ac.uk/special-collections/>
  - 16 <https://discover.libraryhub.jisc.ac.uk/>
  - 17 <http://www.worldcat.org/>
  - 18 <https://lib.gsa.ac.uk/suggest-a-purchase/>
  - 19 <http://www.gsa.ac.uk/media/861048/gsa-research-ke-ethics-policy-2016.pdf>
  - 20 <http://www.nls.uk/about-us/working-with-others/rare-books-in-scotland>
  - 21 <http://www.arlis.net/>
  - 22 <http://www.arclib.info/>
  - 23 <https://scottishvisualartsgroup.wordpress.com/>
  - 24 <https://www.scurl.ac.uk/projects>
  - 25 <https://www.nls.uk/>
  - 26 <https://www.nls.uk/sbe/>
  - 27 <https://discover.libraryhub.jisc.ac.uk/>
  - 28 <http://www.legislation.gov.uk/ukpga/2010/15/contents>
  - 29 <http://www.legislation.gov.uk/uksi/2014/1384/contents/made>
  - 30 <http://www.gsa.ac.uk/about-gsa/key-information/equality/>
  - 31 <http://www.gsa.ac.uk/about-gsa/key-information/equality/mainstreaming-equality/equality-impact-assessment-summary-reports/>
  - 32 <https://lib.gsa.ac.uk/suggest-a-purchase/>
  - 33 <https://lib.gsa.ac.uk/diversities/emancipating-our-collections/>
  - 34 <https://www.ifla.org/publications/ifla-statement-on-libraries-and-intellectual-freedom>
  - 35 <https://www.cilip.org.uk/page/ethics>
  - 36 <https://gsofa.sharepoint.com/sites/intranet/ProfessionalSupport/HR/pages/default.aspx>
  - 37 <https://nag.org.uk/wp-content/uploads/2019/03/MLA-guidance-on-the-management-of-controversial-material-in-public-libraries.pdf>
  - 38 <http://www.legislation.gov.uk/ukpga/1998/42/contents>
  - 39 <http://www.legislation.gov.uk/ukpga/2006/45/contents>
  - 40 <http://www.legislation.gov.uk/ukpga/1964/74/contents>
  - 41 <http://www.legislation.gov.uk/ukpga/2006/1/contents>
  - 42 <http://www.legislation.gov.uk/ukpga/2006/11/contents>
  - 43 <http://www.legislation.gov.uk/asp/2005/9/contents>
  - 44 <http://www.legislation.gov.uk/ukpga/2010/1/contents>
  - 45 <http://www.bbfc.co.uk/>
  - 46 <http://www.gsa.ac.uk/life/student-support-services/learning-support/>
  - 47 <https://lib.gsa.ac.uk/diversities/additionalsupportservices/>
  - 48 <http://www.legislation.gov.uk/uksi/2014/1384/contents/made>
  - 49 <https://www.rnibbookshare.org/cms/>
  - 50 <https://www.textboxdigital.com/searchbox>
  - 51 <http://www.legislation.gov.uk/uksi/2014/1384/contents/made>
  - 52 <https://lib.gsa.ac.uk/external-borrower-enrolment-form/>

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53 <http://www.sconul.ac.uk/sconul-access>  
54 <http://capitadiscovery.co.uk/gsa/>  
55 <https://lib.gsa.ac.uk/subject-guides/>  
56 <http://www.aacr2.org/>  
57 <http://www.loc.gov/marc/>  
58 <http://www.rdatoolkit.org/>  
59 [http://www.rbms.info/committees/bibliographic\\_standards/dcrm/dcrmtxt.html](http://www.rbms.info/committees/bibliographic_standards/dcrm/dcrmtxt.html)  
60 <http://radar.gsa.ac.uk/>  
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62 <https://scholar.google.co.uk/>  
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64 <https://www.researchfish.net/>  
65 <http://www.archive.org/details/glasgowschoolofart>  
66 <https://www.vads.ac.uk/>  
67 <https://creativecommons.org/licenses/by-sa/3.0/>  
68 [https://commons.wikimedia.org/w/index.php?title=Special:ListFiles/GSA\\_Library&ilshowall=1](https://commons.wikimedia.org/w/index.php?title=Special:ListFiles/GSA_Library&ilshowall=1)  
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70 <https://capitadiscovery.co.uk/gsa/>  
71 <http://ethos.bl.uk>  
72 [http://www.gsa.ac.uk/media/1293340/gsa-open-access-policy-v13-15\\_09\\_24.pdf](http://www.gsa.ac.uk/media/1293340/gsa-open-access-policy-v13-15_09_24.pdf)  
73 <https://www.coalition-s.org/>  
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79 <http://www.unistats.com/>  
80 <http://www.gsa.ac.uk/about-gsa/key-information/procurement/>  
81 <https://scurl.ac.uk/what-we-do/procurement/shedl/>  
82 <http://www.apuc-scot.ac.uk/>  
83 <https://www.jisc-collections.ac.uk/>