



LIBRARY POLICIES & PROCEDURES

2025-2026



Version 2.0, September 2025

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1.0 LIBRARY COLLECTION DEVELOPMENT POLICY

Introduction

- 1.1 The Collection Development Policy sets out basic principles for the selection, acquisition, evaluation and development of the library's print and electronic resources.
- 1.2 The policy aims to enable consistency and continuity in selecting and deselecting resources for Library staff across two site Libraries. It will also clarify the current collection policy for Library customers and make proposals for change, where necessary, in the longer term.
- 1.3 This policy is intended to be flexible and is subject to regular review to ensure its ongoing relevance.

Context

- 1.4 The library collection is housed at two site Libraries; Middlesbrough, where the Further Education, Foundation Diploma courses are based; and Hartlepool which supports the Higher Education undergraduate and postgraduate programmes. Both sites provide specialist art and design resources which are brought together as a whole in the Library Management System. Inter-lending and circulation of resources are encouraged between sites.
- 1.5 The purpose of the library collection is to support learning, teaching and research at The Northern School of Art. In developing its collection, the Library aims to improve the quality and diversity of Library resources in response to changes in the FE/HE sectors and in support of the School's Strategic Plan and Academic Strategy.

Intellectual Freedom

- 1.6 Academic Services is committed to intellectual freedom through our collection development and practices. Material is selected based on relevance to the teaching, learning and research needs of the School, and represents a broad range of ideas, opinions, and viewpoints. We do not exclude material based on political, moral, or religious grounds. Inclusion of material within our collections does not imply that Academic Services endorses the viewpoints expressed within the material held.

Resourcing and Funding

- 1.7 An annual budget is allocated to the Library with overall responsibility lying with the Academic Services Manager for all resources. Once an amount is assigned for online subscriptions, audio, visual and general materials the remainder is split between each site for books and journal subscriptions. The amount for books and journals allocated at each site is done so on the basis of annual needs, past patterns of expenditure in particular subject areas and subject requests.
- 1.8 Library resourcing is dependent on the overall School budget, which is based on student numbers. Therefore, our subscriptions and book purchases are monitored closely and reviewed every year to ensure that the budget is allocated effectively.

- 1.9 As the School develops in scale and its objectives, the allocation of the budget between the two site Libraries will be regularly reviewed.

Selection

- 1.10 Module reading lists will inform selection. Reading lists for new HE programmes pre-validation are checked for current holdings, newer editions, and alternative title suggestions, in conjunction with the Senior Lecturers and Academic Staff. Academic staff review current lists yearly and Library staff are informed of new titles required for purchase before the next academic year.
- 1.11 Resources to support new subject areas as a direct result of validation will be prioritised for acquisition.
- 1.12 A large proportion of items selected are on recommendations made by staff (academic and library) from publisher's lists, catalogues and online booksellers.
- 1.13 Recommendations from students are also encouraged as long as an item(s) supports their course/ programme of study.
- 1.14 Overall responsibility for selection and acquisition rests with the Library Development Manager.
- 1.15 Some or all of the following criteria may be applied when making resource selection decisions
- Relevance to teaching, learning and research
 - Academic Level/target audience
 - Authority/reputation of the author and publisher
 - Value for money
 - Information value and currency of content
 - Relationship to the rest of the collection
 - Anticipated levels of use
 - Quantity and quality of illustrations where appropriate
 - Language (material in English, or content can be understood without reference to the text)

Books

- 1.16 Books are the largest component of stock and most key information materials relating to art and design subjects continue to be published in this format. Print copies of books (and journals) are vital resources for student creativity and inspiration.
- 1.17 All book acquisitions will be made for each site Library based on the selection criteria already outlined but with paying particular attention to the academic level of a title and

the target audience, with stock at Hartlepool being at undergraduate level as a minimum.

- 1.18 The development of the book collection at Hartlepool, if it is to support research level and higher-level undergraduate study, should focus on the acquisition of critical and theoretical titles within the main subject areas taught as well as secondary and supporting subjects. This will allow students the opportunity to access resources that provide a higher level of debate and argument which will enrich their understanding of a subject. There may also be a need for advanced-level technical and professional material in some subject areas.
- 1.19 The choice of book supplier will be made on the basis of value for money and level of service. High-quality used print titles from reputable suppliers will be sought where appropriate.
- 1.20 All book acquisitions will be prioritised for purchase as follows:
 - Priority 1. Books to support new courses
 - Priority 2. Reading list materials
 - Priority 3. Missing copies with multiple reservations
 - Priority 4. Recommendations from Academic Staff
 - Priority 5. Recommendations from Students
 - Priority 6. Replacement books/multiple copies
 - Priority 7. Recommendations from Library Staff
- 1.21 Decisions to purchase Staff Textbooks, should any recommendations be received, will be made at the discretion of the Library Development Manager and as long as there are sufficient funds available in the Library budget.

Print Academic Journals, Magazines and Periodicals

- 1.22 Print copies of Academic Journals, Periodicals and Magazines are particularly important for the currency and authority of the information they contain. They also have historical value and back-runs are kept. For the purpose of this policy, the term 'journals' is used to encompass all three of these modes of publication.
- 1.23 Journals are subscribed to on the basis of their relevance to teaching, learning and research at the School. Consideration will also be given to the existing coverage in a particular subject area before a title is considered for purchase. Some titles are circulated between both site Libraries in order to avoid duplication of subscriptions.
- 1.24 Academic staff may request new journal titles which will be assessed by the Library Development Manager. Recommended Journals may be trialled to gain feedback from staff and students before committing to a new subscription. It may be necessary in some cases to cancel a current subscription before a new one can be purchased.
- 1.25 The availability of e-journals needs to be considered when making decisions regarding new journal acquisitions.

- 1.26 Current subscriptions will be reviewed on a yearly basis and any decision to cancel a title will be made after liaison with Senior Lecturers.

Electronic Resources and e-journals

- 1.27 The Library provides access to a number of electronic resources through the School's VLE, which complement the physical resources and are a cost and space effective way of building the collection and widening access to material that is in demand.

A forward-looking recommendation is that access to e-resources via the proposed enhanced search tool is enabled through Library web pages on the NSoA website, thus enhancing the centrality of the library presence within the organisation. This can enhance access to the research output of the School, extending the reach of research impact.

- 1.28 In addition to following the same selection criteria as for books and other formats, the selection of e-resources also includes the assessment of issues relating to the pricing structure, licence regulations, technical considerations including accessibility from within and outside the School, technical support, customer-friendliness of the interface and ease of use, archival and long-term access arrangements.
- 1.29 The Library provides access to some e-journals through the Library VLE that are free as part of its print subscription.
- 1.30 Electronic Databases, both specialist and general, provide access to journal articles not held in print format in the Library. They require yearly reviews using quantitative data analysis to ensure their relevance to the courses taught at the School. New titles may be trialled to solicit feedback from staff and students before committing to a new subscription. Databases providing access to full-text articles will be given priority over those with indexes/abstracts only.
- 1.31 E-books will be considered for purchase where available.

Number of Copies

- 1.32 There are no formal criteria for the purchase of multiple copies. Most Art and Design subjects do not have set texts in the same way that other subjects do. A decision to buy multiple copies of a book will be based on previous experience of library staff, anticipated demand and through consultation with teaching staff.
- 1.33 Reports generated from the Library Management System can also trigger decisions on whether to purchase extra copies by identifying items which are heavily used and have multiple reservations attached to them.
- 1.34 Where books are seen to be in high demand, electronic versions will be purchased if possible and our electronic book stock will be increased gradually.
- 1.35 Multiple copy titles will be categorised as Standard Loan, Weekly Loan and Quick Reference.

Donated Material

1.36 Donations of individual items or small collections will be accepted subject to the following criteria:

- They are relevant to the teaching and research of the School
- The Library has space to accommodate them
- The item(s) does not already exist in the collection
- The material comes within the collecting policy range of subjects
- They are at the appropriate level
- They are in good physical condition

1.37 The Library reserves the right to decide which donated items are added to stock, how long items will be retained and how they are disposed of. This is made clear to any potential donor and donations must be approved by a Library Development Manager before being accepted.

Stock Editing

1.38 Art and Design information is very different from that of some other subjects as it is rarely superseded or rendered out of date entirely, therefore causing difficulties when deaccessioning.

1.39 Print materials should be reviewed regularly as a means of maintaining a relevant and focused library collection. Current space constraints at Hartlepool also necessitate regular stock editing. Responsibility for retention and withdrawal of stock lies with the Library Development Manager and Library Assistants. Academic staff will be consulted where appropriate.

1.40 Decisions are generally based on an analysis of current and potential demand. Art and Design books that have not been used for ten years may be withdrawn unless they are considered to be of research value. For books in other subjects such as Humanities (e.g. Business, Careers, Law, Science and Education) where information goes out of date quickly, titles will be withdrawn if they have not been used for five years.

1.41 Books that are particularly rare or valuable will be kept for reference use only and in the longer-term may contribute towards establishing a research archive that will be added to the National Bibliographic Knowledgebase.

1.42 The use of the collection is monitored through a combination of standard qualitative and quantitative methods, including the analysis of circulation activity reports, customer feedback and visual assessment. Older Editions will be withdrawn (when newer ones have been acquired) as superseded texts can be misleading and unsought material can obstruct the search for more relevant items. However, where the difference between editions is not significant, earlier editions may continue to be

made available. Due to space constraints at Hartlepool, earlier editions can be circulated to Middlesbrough.

- 1.43 Books that are damaged are repaired in house if possible; those that are beyond repair are withdrawn and replaced if appropriate.
- 1.44 Withdrawn items from Hartlepool Library will be offered to Middlesbrough Library in the first instance. After that, items will be offered to Academic staff and then to students.

Access to items not held by the Library

- 1.45 Books or journal articles which the Library does not hold (or provide access to online) and which are considered to be needed for very occasional use, or are otherwise unavailable, may be borrowed from the British Library. Decisions on the number of requests per student/staff will be made by the Library Development Manager and will be based on cost and available budget.
- 1.46 Staff and students of the school are entitled to join public libraries in both the area they live and where they work/study.
- 1.47 Membership of SCONUL (The Society of College, National and University Libraries) will be sought once the School achieves HEI status, which will allow staff and students at The Northern School of Art to have access to the physical collections of other UK University Libraries.
- 1.48 We will also investigate the possibility of adding our Library catalogue to the National Bibliographic Knowledgebase in the longer-term future.

Monitoring and Evaluation

- 1.49 Responsibility for monitoring and reviewing this policy lies with the Academic Services Manager. The Policy will be reviewed on an annual basis as part of the annual review of the School Strategies.

Equality and Diversity

- 1.50 The Northern School of Art is committed to providing an inclusive learning and working environment that recognises the value of every individual regardless of their background or personal characteristics. It aims to do this by encouraging a culture which actively welcomes, respects, promotes and embraces diversity; employs fairness in all aspects of employment and teaching thereby creating and sustaining a positive and supportive environment for all members of its community.

Register/Library of Procedural Documents

- 1.51 The Director of HE Quality & Enhancement is responsible for maintaining an index of policies and procedures in use and will act as an archivist. A single library of School policies and procedures will be maintained. Any policies or procedures that are replaced or are no longer active will be archived.

- 1.52 All 'live' policies and procedures will be accessible to staff in hard copy via policy or procedure files and will be published on the intranet site. Policies and Procedures, where applicable, will be published on The Northern School of Art external website.

2.0 LIBRARY USE POLICY

Introduction

- 2.1 The Library Use Policy has been created to protect the rights and safety of Library customers of The Northern School of Art and to preserve and protect the library's materials, equipment and facilities.
- 2.2 The library provides specialised art and design resources to staff and students in a range of formats. Customers are restricted to staff and students only at Middlesbrough Campus and staff, students and Alumni at Hartlepool Campus.
- 2.3 The library will provide all customers with a welcoming, comfortable and safe environment in which to study, research and carry out scholarly activity, promoting an ambience of teaching and learning with access to the library collections and knowledgeable staff.
- 2.4 There will be good access to appropriate information in print and electronic material that meets the needs of the customers to maximise the use of Library resources.
- 2.5 Access to electronic resources, such as e-journals and e-books, has been purchased under licence by the library on behalf of the School. Specific licence terms vary from resource to resource, but in general, they authorise the use of the resource by current registered students and staff only for the purpose of academic research.

Expectations

- 2.6 The library and staff are expected to provide:
- Space for customers that is clean and safe.
 - Access to the Library's collections in print and online.
 - Tools for customers to find information quickly and efficiently.
 - New services and changes to existing services as needed to fill customers' informational needs.
 - Courteous, respectful and approachable staff.
 - Help to find relevant information to aid research.
- 2.7 Library customers are expected to:
- Respect other Library customers, staff and the library environment.

- Refrain from defacing or damaging any Library material, including all Library stock and the library environment.
- Obtain permission to film or take photographs within the library environment.
- Not to leave valuables unattended.

Borrowing Rules

- 2.8 A current student card is required whenever borrowing items and must be shown to the library staff.
- 2.9 Customers must have all items issued before leaving the library.
- 2.10 No book or other Library property may be taken from the library at any time without consent.
- 2.11 All Library materials borrowed must be renewed or returned within the stipulated loan period.
- 2.12 Loans will normally be renewed if the book is not required by another customer.
- 2.13 Failure to return recalled books on time may result in a customer's Library account being suspended until the item in question is returned.
- 2.14 Library materials on loan to one person may not be transferred to another. The person in whose name the loan is made is solely responsible for the safekeeping and due return of items loaned.
- 2.15 Persistent late return of materials borrowed, may result in a reduction of borrowing allowance.
- 2.16 Where an item is lost the borrower can replace the item or may be charged for the replacement cost with a minimum charge of £25.00 to cover time spent reordering. An item charged for in this way remains the property of the library.

Copyright

- 2.17 Copyright law must be observed in all copying of Library material and in all copying carried out within the library. Current copyright licensing rules for Library material are displayed next to the library photocopier.
- 2.18 Digital and electronic content such as e-books, e-journals and photographs on websites and electronic databases are subject to the same protections under the Copyright Act as non-digital or print works.

Standards/Key Performance Indicators

- 2.19 Responsibility for monitoring and reviewing this policy lies with the Academic Services Manager