Plymouth Marjon University Library
Collection Development Policy

1. Overview

This policy outlines the approach of the Library to ensure that Marjon's collections are collaboratively developed with key stakeholders, namely, academic, research and professional services staff employed by Marjon and all registered Marjon students.

Furthermore, this policy will cover content across the lifecycle, including selection, acquisition, accessibility, maintenance and withdrawal. This policy applies to all resource types and activities, including independent study, guided reading and research support, in both the physical and digital Library.

1.1 Policy

The Marjon Library collection development policy is based on the following principles that all stakeholders are expected to acknowledge and practice when engaging with and requesting resources and advice.

Community

- We will make resources available and accessible within all areas of the Marjon community, as far as is reasonable and practical.
- We will prioritise acquisition and support for those resources that provide value to the greatest number of library users, whilst also acknowledging specialist needs and remaining cost-effective.

Engagement

- We will engage reciprocally with stakeholders when developing collections to ensure all Marjon's subject disciplines are well resourced, current and accurate.
- We will maintain awareness of the wider community value that library resources can have for users that do not necessarily get represented in the standard models of stakeholder engagement and will seek to enhance their relationship with us to develop collections.

Support

- We will collaborate with, and support stakeholders to select and evaluate resources in line with subject area needs.
- We will utilise the broad professional knowledge of staff to ensure quality, accessibility, continued knowledge growth and enhanced information literacy.

Investment

- We acknowledge that the funds we receive are valuable and that the Library budget is finite: as such, requests will be evaluated and spend will be prioritised for areas in need of development and reviewed as necessary.
- Where possible, we will work with stakeholders to align their requests to existing content or content from preferred suppliers.

- We will strive to ensure that the distribution of Library spending is fair, open and able to withstand scrutiny.

1.2 Access

We will ensure that all resources within the Library collection are made available as quickly as possible after the point of selection. Our records and metadata will be created and maintained to enhance their discovery and access through the following ways.

1.2.1 Discovery

Where possible, resources will be catalogued using MARC21 compliant records for ease of sharing and transition between systems. We classify according to subject discipline using the Dewey Decimal System. All resources are discoverable through the Library Catalogue, Discovery or via the library pages on MyMarjon.

1.2.2 Open Access

The Library promotes and supports open access materials and where requested and possible, we will manage them identically to purchased materials.

1.2.3 Copyright and License Agreements

The Library will comply with the UK Copyright's Licensing Agency terms for digital and physical reproduction and any license terms set out by our suppliers.

2. Budgets and Funding

2.1 Source

The Library's book budget is centrally agreed by the University's Senior Management Team (SMT) and reviewed and justified according to the annual business planning cycle. The Head of Library has overall responsibility for managing this budget.

2.2 Allocation

Funds are allocated annually on a priority basis, as demonstrated in the Library business plan. Expenditure is prioritized according to new courses, revalidation of courses and subject areas in need of collection growth. This ensures that all schools have equal opportunities to update resources within their discipline ahead of the commencement of teaching.

2.3 Financial Sustainability

The cost of materials, including supply and processing costs, formats, platforms, and functionality and accessibility, will be considered when making purchasing decisions. We will employ evidence-based methods to regularly review our purchasing and ensure that funds are employed optimally.

2.4 Agreements
Where possible, The Library will source materials from suppliers covered by existing agreements with the Southern Universities Purchasing Consortium (SUPC), JISC or CHEST. The Library will only place orders outside of these agreements when:

- A supplier holds a monopoly on a product or a service, but it is not available under one of the agreements. In these cases, a waiver will be submitted for approval as per the University's Financial Regulations.
- Dealing directly with a supplier or publisher can result in greater discounts.
- A supplier or publisher offers an acquisitions model or additional benefits to the Library or our users in terms of accessibility, selection, or supply chain efficiencies.

3. Selection Criteria

Selection of Library materials is a collaborative effort involving the subject expertise of academic staff, the contextual knowledge of Library staff, as well as students and any other relevant stakeholders. Collaboratively, we will ensure our collections are representative of all voices, experiences and viewpoints, across the curriculum and in terms of breadth and depth. We will ensure that collections are developed and maintained appropriately and in support of academic freedom, evolution and inclusivity. The Library team reserve the right to reject selections if they do not meet the criteria set out in this policy.

3.1 Value for money
The Library will source digital formats as a first choice for requested materials, where available and cost effective, to support blended learning, enhance accessibility through resource provision to the greatest number of users and optimize the physical Library space.

3.1.1 User models, digital rights models and platforms
When procuring a digital format, the Library will opt for a user license, where available and cost effective, that provides:

- the greatest access to the greatest number of users
- the fewest restrictions in terms of downloads and reproduction
- availability on platforms configured to Marjon Library's systems

3.2 Print
The Library will procure print materials in the following circumstances:

- It is the only available format
- It is more cost effective to purchase print
- Value is lost if the material is made available online (e.g, specific arts/photography texts)
- There is a special requirement for a print copy (i.e., accessibility or reproducibility)

3.2.1 Print purchasing ratios

Print titles will be purchased on a ratio of 1 copy to every 12 users on a registered module (except where a cap is reached – see 4.2.1). For instance:

| Example 1 | 72 students across 3 modules | We would purchase 6 copies |
| Example 2 | 120 students across 7 modules | We would purchase 12 copies (capped as per 4.2.1) |

3.3 Existing Collections

The Library has curated collections to support Marjon's subject disciplines. These resources are made available on the library catalogue and should be all users' first port of call when considering a request in order to:

- Consider if a specific title is already in stock to avoid duplication
- Evaluate similar content for relevance in meeting the aims of the request

3.4 New Materials

New materials can be selected by all staff and students; however, this is not a guarantee that all selections will be approved. The Library will prioritise new materials based on:

- Priority on a Resource List (see section 4)
- Priority on a validation/revalidation list
- Relevance to Marjon courses or subject disciplines
- Relevance to Marjon research or academic skills development
- Gaps in our collection in order to meet evolving topics of societal or cultural importance
- Currency of publication age, notwithstanding seminal texts

We will not purchase any resource for an exclusive individual or department; these purchases should be facilitated through your Head of Service or Dean of School.

3.5 Departmental orders

We will facilitate orders for departments to activate discounted purchases. These costs will be transferred to the appropriate department on receipt of the materials.

4. Resource Lists

Marjon's resource lists are collaboratively created, managed and accessed using the reading list management system KeyLinks. KeyLinks integrates with modules on the Virtual Learning Environment. All resources must be placed on KeyLinks modules to ensure compliance with our copyright license and consistent access and support. A simplified guide for making resource requests is available in Appendix B.

4.1 Good practice for resource lists

The Library maintains guidelines for reading list review and best practice on Antler. Deadlines for submission are published annually to account for supplier lead times and acquiring and preparing resources ahead of teaching commencing.

4.1.1 Responsibilities of Programme and Module Leads

Academics are expected to:

- Update and maintain resource lists annually, via KeyLinks, to ensure:
  - Stock remains up to date and reflects current trends in subject disciplines
  - Access is equitable and legally compliant, to assist in meeting and delivering student expectations and satisfaction respectively.
- Make requests that are up to date, appropriate, high quality, diverse and relevant to Marjon's teaching and research objectives
- Assign reading priorities to all resource list items, where appropriate

4.1.2 Responsibilities of the Library

Where possible, the Library will:

- Use KeyLinks to prioritise and action acquisitions and make resources available for use as soon possible
- Support academics in assessing the quality and diversity of requests and advise on appropriate alternatives
- Advise on creating and curating resource lists, aligning to current collections or selecting preferred suppliers
- Liaise with publishers' marketing representatives to obtain value for money and compare offers with our preferred suppliers

4.2 Books

The details for selecting and purchasing book titles according to priority on resource lists are in Appendix A. Books on resource lists are separated according to priority: essential, recommended and wider reading.

4.2.1 Book purchase caps

Where a book is requested on multiple module resource lists, the Library will buy a maximum of 12 copies of the same title. A nominal cap of £120 will be placed per print item or £250 per E-Book. Requests that exceed this amount will require approval from the budget holder.

4.3 New Editions

The Library will automatically purchase new editions of essential titles as they are published, unless specifically requested not to by academic staff. Previous editions of E-Book titles will remain available in the catalogue unless removal is requested by academics or deemed

appropriate by Library staff. For previous editions of print copies, we retain up to 5 copies of the previous edition. Any older editions will be withdrawn unless there is an established pedagogical reason that prevents this.

4.4 Digitisation Requests

Academics can request for chapters of books to be scanned and made available as Essential reading, provided they meet the following conditions:

- The Library only has a print copy of the book in stock
- The Library has a book on order and library staff can scan an academic's personal copy
- The scan request is a single chapter or 10% of a title (whichever is greater)

Where possible, the Library team will obtain the scan via the Digital Content Store (DCS) or by making a new scan and uploading this to the DCS. Digitisation requests must be made by the module leader using KeyLinks, will be assessed by the Library team on a case-by-case basis and, where possible, will be made available within 10 working days of the request. Chapter scans that are required for individual research should be made via the Scan It! Service (5.2).

4.5 Journals

4.5.1 Specific articles

Where a specific journal article is required as Essential reading and access is available through a current subscription, then the corresponding URL must be added to the KeyLinks module. If the journal article is not available through a current subscription, then the academic must make an inter-library loan copyright fee paid request. If approved, the article can then be added to the KeyLinks module.

4.5.2 Specific titles

Specific journal titles can be added to KeyLinks under the Recommended or Further Reading priorities. If the title is available through a current subscription, the title of the URL must be added to the KeyLinks module. If the journal title is not available through a current subscription, then a case for access must be made to the budget holder.

4.6 Validation and revalidation

The Library must be informed of any course validation or revalidation and any corresponding resource lists at least 6 weeks ahead of an internal scrutiny event. In the case of validation of new courses, module lists on KeyLinks must be populated by the relevant academic staff. In the case of revalidation, existing module lists must be added, updated or removed on KeyLinks by the relevant academic staff, as required. Best practice for validation and revalidation resource lists can be viewed in Appendix C.

4.6.1 Availability

Library staff will determine availability of items on all validation/revalidation modules as follows:

- Percentage available in print or E-Book in the current collection
- Percentage of journal titles available in the current collection with embargo periods

4.6.2 Costs

Library staff will demonstrate the indicative costs of additional resources, including:

- Costs for the gaps in book stock including cost of print, E-Book and available license models
- Costs of subscription for the gaps in journal stock and embargo periods, where relevant
- Suggestions for reducing costs and mitigating low usage such as aligning lists to existing stock or using the inter-library loan service

Costs will be summarized, alongside corresponding actions. The validation statement will be returned to the appropriate academic for consideration at the internal scrutiny event. The budget holder will factor in any indicative costs as part of the annual business planning cycle, according to data on student recruitment and programme suspension.

5. Student Led Selection

We encourage the student population to identify resources that enhance their learning and develop their skills. A portion of the annual budget is reserved to facilitate student-led spending and the Library takes an open-minded view of requests.

5.1 More Books

Students can make requests for the purchase of specific resources under a number of circumstances, including:

- Resources that are mentioned in specific lectures, seminars or by an academic member of staff
- Resources that support an undergraduate or master's level final project such as a dissertation or thesis
- Resources that will contribute to the Library's wider objectives for collection development
- Resources that are required for accessibility reasons (see 6.8.5)
- Resources that are highly circulated and as a result, are difficult to obtain for loan

Requests must be made using the Library Catalogue's More Books feature. Each request will be assessed on a case-by-case basis, taking into account factors such as cost and applicability to a wider borrower pool, and where possible, actioned in 5 working days. If the request is declined a rationale and/or an alternative means of access will be provided.

5.1.1. PhD Students

Books required for specific, or niche PhD projects will not be ordered. Requests of this nature should be made via the Research Office.

5.2 Scan It!

Students can request a scanned copy of a print book chapter for personal use, provided it is held in our stock. Requests will be assessed on a case-by-case basis and actioned in 10 working days, where possible. Scans will be delivered to the requestor by email (please see 6.8.5 for more on Accessible Formats).

6. Specific Collections

The Library has a number of specific collections which we commit to developing annually to support wider pedagogic, research or strategic objectives. These include:

- The Teaching Practice Collection
- Well-being & Contemporary Fiction
- Academic Skills Collection
- Anti-racism & Wider Voices Collection

These collections are not fixed and are proactively managed to ensure fit with available space, current trends in research, teaching, learning and current events. All members of staff and students can make suggestions for these collections using More Books (see 5.1).

6.1 Undergraduate Dissertations

The Library maintains a collection of undergraduate dissertations for student use. All dissertations are sourced from Marjon students who have achieved a 2:1 or above in their final honours project. Where possible, at the end of each academic year, the Library retrieves dissertations that fit these criteria and uploads a copy to MyMarjon where they are organized by course and year. Dissertations deposited on MyMarjon will be retained and preserved for 7 years before removal to ensure that past dissertations reflect current research trends.

6.1.1 Take down requests

Each student consents for their dissertation to be uploaded to MyMarjon when they accept Marjon's terms and conditions during enrolment. In the event that an individual would like to withdraw their consent for dissertation upload, they can do this by contacting Library Enquiries: libraryenquiries@marjon.ac.uk

6.2 Research Repository

The Library manages and curates the University's research collection via the Research Repository. The Repository holds research outputs created by Marjon researchers, past and present, such as:

- Metadata for each deposit
- Full-text files associated with the deposit (where possible)

The collection is open access and complies with our Open Access Policy. The Library proactively seeks research outputs; primarily through the use of the JISC Publication Router, which automatically scans multiple online sources and retrieves unique records for Marjon research, such as:

- Author accepted manuscripts or final versions of articles, books or book chapters
- Grey literature such as policy papers, working papers or reports
- Audio-visual deposits including videos, podcasts, radio extracts etc.
- Datasets or other supplementary research information
- Conference proceedings, posters or other conference materials

All material deposited in the Marjon research repository will be retained and preserved indefinitely.

6.2.1 Take-down requests

In the first instance, requests for deposits to be removed from the repository should be addressed to the Repository mailbox repository@marjon.ac.uk for appropriate escalation, collaboration and decision-making. The individual will be informed of the outcome within 21 working days of the original request and a rationale for the outcome will be provided.

6.3 Specific circumstances

There are a number of specific circumstances that the Library will acquire, curate and maintain materials for the collection. These will be assessed on a case-by-case basis whilst accounting for relevance to our existing subject disciplines, general collections and wider development objectives and the physical Library space. These special circumstances pertain to the Library only; for donations or deposits in the Archive, please refer to the Archive's policy.

6.3.1 Donations and gifts

Generally, the Library does not accept donations or gifts due to constraints in space and resourcing. However, the Library will accept donations or gifts in very specific circumstances, for example:

- The donation/gift complements or strengthens an area of the collection
- The donation/gift is a seminal text and relevant to our subject disciplines
- The donation/gift would provide an additional copy of a highly circulated item

Any donations or gifts accepted by the Library will be added to the stock and in doing this, ownership of the donation or gift will be assumed by the Library. Donated or gifted items will be subject to the same retention policies as all other materials. The Library reserves the right to accept or refuse any donations and will only confirm acceptance of a donation upon scrutiny of contents and condition. We do not accept bulk donations or gifts of entire personal collections.

6.3.2 Deposits
The Library will not accept temporary deposits of any kind due to constraints in space and resourcing. Deposits relating to Marjon's History are covered in the Archive Policy.

6.3.3 Special Collections
The Library has a small number of special collections which will be maintained and preserved in perpetuity. These collections are typically heritage from Marjon's rich history or donations of value, such as:

- The Chelsea Collection
- Illustrated London News
- Deposits written by Marjon staff past and present, students and alumni.

Books in these collections are denoted with specific plates and must not be withdrawn from the collection. Access to books in these collections can be provided upon request to the University Archivist.

6.8.5 Accessible Formats
The Library endeavours to procure materials which are accessible by design and meet the standards set out by ASPIRE, such as:
- Hosting materials on platforms that meet the ASPIRE gold standard
- Supplying content in accessible formats such as PDFs with OCR
- Providing coloured overlays for use with books, screens and e-readers
For specific accessibility requirements, the Library will:
- Liaise directly with publishers to procure accessible versions of materials
- Use the RNIB Bookshare platform to source large-print materials
- Advocate the use of Canvas Ally to ensure all readings on the VLE are accessible
Requests for accessible materials should be made to Library Enquiries via the libraryenquiries@marjon.ac.uk mailbox in the first instance and will be followed up within 5 working days.

7. Subscriptions

The Library subscribes to a number of databases, platforms and individual journal titles to provide a broad range of material in each area of teaching and learning. The budget for databases, platform and journals is pre-committed every financial year and as such requests for new subscriptions after this event will be costed and justified in the forthcoming business plan.

7.1 Databases

Databases are a collection of resources curated externally to broadly represent a subject discipline. We assess usage regularly to ensure that resources are discoverable, accessible and meeting the needs of our users.

7.1.1 New subscriptions

Databases are typically selected by the Library to assess scope and ensure that costs can be covered in the current financial year or if a case needs to be made for additional funding. Where offered, the Library will make use of trial access to assess the coverage of content, integration and usability. We will liaise with the relevant stakeholders for feedback to inform decision-making and communicate outcomes as soon as possible.

7.1.2 Existing subscriptions

The Library will maintain database subscriptions in line with current teaching and learning objectives to ensure resources are representative of the courses we offer. However, all subscriptions are subject to ongoing review to assess use, cost-effectiveness and relevance (see 8.3 for retention).

7.2 Journal titles

All journal titles are procured from EBSCO unless there is a significant need for a title that is not offered by this supplier, in which case the Library will assess this on an individual basis. The Library will automatically subscribe to electronic journals where possible to ensure discoverability, integration with our search platforms and accessibility.

7.2.1 New subscriptions

Individual journal titles are typically selected by Programme/Module Leaders at the resource list level (see 4.5.2). However, the Library will make the decision to subscribe based on cost, applicability to a number of courses and level of access. Requests to subscribe to new titles should be made by the Programme/Module Leader in the appropriate KeyLinks module.

7.2.2 Existing subscriptions

The Library maintains several subscriptions on a rolling basis due to their broad applicability to multiple areas of teaching and learning. However, all subscriptions are subject to ongoing review to assess use, cost-effectiveness and relevance.

7.3 Print journals

We retain a small collection of print journals which are for reference use only. Each title's retention policy will vary according to use and availability of electronic back copies; where possible, we detail this retention length on the Library catalogue record and on the physical journal storage box.

7.4 Open access databases and journals

The Library will select, assess and publicise availability of open access databases and journals, provided they are high quality, relevant to our subject disciplines or broader teaching and learning objectives and are accessible. Programme/Module Leaders are encouraged to include open access journal titles on resource lists. For advice on where to source open access journal titles, please contact Library Enquiries.

8. Preservation, Maintenance and Stock Rotation

All materials in the Library collection are periodically reviewed and rotated based on usage data and relevance to current teaching, learning and research and societal or cultural impact.

8.1 Preservation

The Library will regularly review items to ensure materials are usable, available and current. Damaged items may undergo repair if the resource is widely used and valuable. Items that are lost, missing or badly damaged will be assessed according to their relative use metrics, continued relevance and cost of replacement (see 8.2).

8.2 Replacements

Whilst the Library will make every effort to replace a lost, missing or damaged item, there will be circumstances where this is not possible, for instance:

- An item is no longer available from our suppliers or is out of print completely
- An item is available in a format different to the original
- A title has very low circulation

There will be instances where items are lost or damaged by users. In this event, the Library will give the option of procuring a replacement copy for the responsible user or sourcing a good quality second-hand copy independently.

8.3 Retention

The Library manages collections by profiling items according to usage metrics and currency. The Library will automatically retain the following:
- Materials selected for active Resource Lists or courses that are likely to be reprised in the future (see section 4 for parameters that apply here)

12

- Materials that are well-used and relevant to current teaching, learning and research objectives
- Materials that have significant heritage or unique value

8.4 Deselection and withdrawal

Items along with their metadata, with long periods of inactivity will be withdrawn from the collection. These items will be generated from borrowing metadata on the Library Management System. We will assess all materials that have been inactive for 7 or more years and withdraw items that are not in line with the parameters set out in 8.3. The withdrawal policy for old editions of titles is detailed in 4.3 and for print journals is detailed in 7.3.

8.5 Disposal

Items that are no longer required for the collection might be:

- Sold to second-hand book sellers such as Betterworld Books etc. Profits will be directed back into University funds.
- Donated to other Libraries, organisations, non-profits etc.
- Gifted to individuals including any individual using our Free Books initiative
- Recycled if not useful but unsoiled

Damaged items that are beyond repair or use will be disposed of in the University waste immediately.

8.6 Defunct formats

Once a format is no longer industry standard or widely supported at Marjon, it will be removed from the collection unless there is an established reason for retention. The Library will always assume that when a request is made a compatible format is required, unless specifically stated.

9. Alternatives to Acquisition

The Library has several alternatives to traditional acquisition which may facilitate temporary access to materials, particularly when materials are difficult to procure, niche or costly.

9.1 Inter-library Loans

The Inter-library loans service is available to all staff and students and actioned through the British Library portal, providing access to books and journal articles from a number of other University Library collections. Loan allocations per user profile can be found in the Marjon Library Circulation Policy. Inter-library loan requests are subject to the same guidelines as all other requests including scrutiny of quality, availability, value for money and relevance. The Library reserves the right to decline requests that do not fit these parameters.

9.1.1 Individual requests

All requests must be made through the Library Catalogue Inter-Library Loan Request portal, whereby the user is accepting the Copyright terms inherent of the request. The Library will action all requests within 5 working days of the original request, where possible and applicants will be provided with an outcome for requests. The Library will not facilitate inter-library loans for anything that already exists in the collection.

9.1.2 Class requests
Programme/Module Leaders can request access to a journal article not in stock through KeyLinks (see 4.5.1).

9.2 SCONUL Access
Marjon Library is an active member of the SCONUL scheme: a national initiative with membership from multiple academic libraries that provides members with access to local library collections for reference or borrowing, subject to approval and individual institutional policy. Marjon can facilitate access to the Library or support applications to other Libraries for access to specific collection content.

10. Engaging with the Library
10.1 Contact information
You can contact the Library through the following means:
- Telephone: (01752) 761145
- Email: libraryenquiries@marjon.ac.uk or request a Microsoft Teams appointment
- Visit the Enquiries Desk and talk to staff in person (see here for the latest opening times)
- Send us a message on Facebook (Marjon Library), Twitter or Instagram (@marjonlibrary)

Document Title	Marjon Library Collection Development Policy
Version	1.0
Issuing Authority	Senate
Author	Kerry Kellaway, Head of Library
Date	March 2023
Last Amended	March 2023
Sensitivity	Unclassified
Circulation	Open
Effective from	July 2023
Review date	Annually
History	V1.0 approved at Senate, 5th July 2023

Appendix A
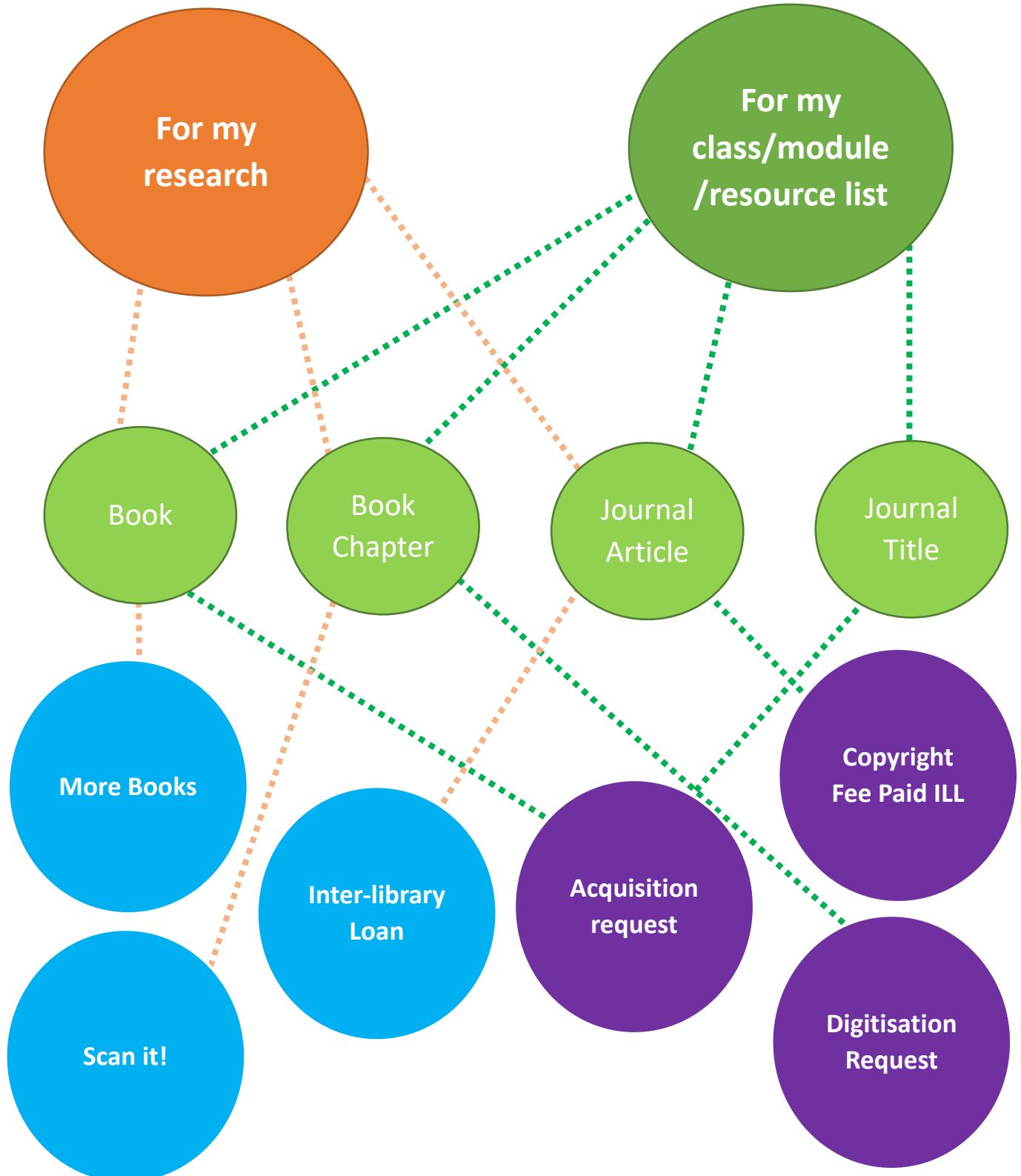
Selecting and purchasing books for Module Resource Lists

Resource List Priority	Criteria for Academic Selection	Purchasing Guidelines per module
Essential A resource that is used extensively in a given module and is listed for students as weekly reading	• 8 titles maximum • Newest edition available (unless pedagogically justified) • Published within 5 years of the present year (unless pedagogically necessary) • Published by a reputable source	*Unlimited access E-Book available* • 1 x E-Book • 1 x print copy per 20 students *Restricted access E-Book available* • 1 x E-Book • 1 x print copy per 15 students (with one Reference copy) *No E-Book available* • 1 x print copy per 10 students (maximum 4 copies)
Recommended Resources that students should read to develop their understanding of their module specific content	• 15 titles maximum • Newest edition available (unless pedagogically justified) • Published within 7 years of the present year (unless pedagogically necessary) • Published by a reputable source • Aligned to existing collections where possible • Diversity of author/publication backgrounds	*E-Book available* • 1 x E-Book (lowest cost) *No E-Book available* • 1 x copy per 20 students
Further Reading Suggestions to further discipline specific resources (such as websites, journal titles etc.) or resources that will support students in developing their academic skills	• Unlimited • Published by a reputable source	• Aligned to existing collections, subscriptions open access materials or via inter-library loan

Appendix B
Lecturer's Quick Guide to Resource Requests

Action via Library Catalogue	Action via KeyLinks

For my research

For my class/module /resource list

Book

Book Chapter

Journal Article

Journal Title

More Books

Inter-library Loan

Scan it!

Acquisition request

Copyright Fee Paid ILL

Digitisation Request

Appendix C

Resource Lists Best Practice for Programme and Module Leaders

IN DEVELOPMENT

Appendix D

Student's Quick Guide to Resource Requests

Library Catalogue *For books and journals in our collection*

- One-stop search for everything in the Library collection – use the 'Switch to Discovery' button
- Comprehensive search of all physical and electronic materials
- Facilitates wider reading and independent research

Discovery *For all electronic materials in our collection*

- Search all current and back issues of journal titles
- Comprehensive search of all electronically available materials in our collection
- View abstracts of journal articles not in our collection to decide whether to place an inter-library loan

Scan It! *For specific chapters from books in our collection*

- Access a chapter without needing to come into the Library – just use the request form on the Library Catalogue
- Good for highly circulated items
- 10% of a book or a chapter – whichever is greatest

KeyLinks *For resources specified for your degree modules*

- Access your weekly assigned reading through your module page on Canvas
- Find the quickest route to access with permalinks
- Ascertain levels of importance with Essential, Recommended and Further reading tag

Inter-library Loan *For journal articles and books not in our collection*

- Request from libraries across the UK for access to their content – just use the request form on the Library Catalogue
- Instant, secure delivery to your mailbox for most journal articles

More Books *For books not in our collection*

- Request items that have been mentioned in lectures or are on resource lists but not available in the Library collection
- Request additional copies of books that are highly circulated
- Just use the request form on the Library Catalogue