



# University of Luxembourg Library (BUL)

## Collection Development Policy

***“The collection development policy is a public document intended to make the principles adopted by the library for the composition of its collection known to all users.”<sup>1</sup>***

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<sup>1</sup> Calenge, B. *Les politiques d'acquisition*. Paris : Ed. du Cercle de la libraire, 1994

## BUL – Collection Development Policy

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## Introduction

“The collection development policy is a public document intended to make the principles adopted by the library for the composition of its collection known to all users.”<sup>2</sup>

## The libraries

Kirchberg Library  
6, Rue Richard Coudenhove-Kalergi  
L-1359 Luxembourg

Faculty of Science, Technology and Communication.

Limpertsberg Library  
162A, Avenue de la Faiencerie  
L-1511 Luxembourg

Faculty of Science, Technology and Communication.  
Faculty of Law, Economics and Finance.  
Faculty of Languages and Literature, Humanities, Arts and Education

Walferdange Library  
B.P. 2  
L-7201 Walferdange  
Building I

Faculty of Languages and Literature, Humanities, Arts and Education

Reference works and semester references in the following subjects: political and social sciences, philosophy, geography, history, languages and literature.

The core collections for these subjects are in the Limpertsberg Library.

“Éveil aux Sciences”  
[Science Discovery] Library  
B.P. 2  
L-7201 Walferdange  
Building XII

Faculty of Languages and Literature, Arts and Education

The loan service of the “Éveil aux Sciences” Library is not managed by the BUL.

## Authority and organisation chart

The library service is placed under the authority of a member of the Rectorate and is managed by the Head Librarian.

The library service is composed of several sub-services. The organisation chart of the service can be consulted on the University’s Intranet.

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<sup>2</sup> Calenge, B. *Les politiques d'acquisition*. Paris : Ed. du Cercle de la libraire, 1994

Two committees have been put in place to support the library's development activities:

- The User Committee, an intermediary favouring communication and exchange with the users of the services of the BUL (information exchange, user feedback and discussion),
- The internal Scientific Committee composed of all librarians.

The BUL consults and works in close collaboration with many experts as well as Luxembourgish and foreign professionals.

The BUL is governed by the University's internal regulations which can be consulted on the University's website.<sup>3</sup>

## 1. Library Objectives and Mission

|                           |  |
|---------------------------|--|
| Multidisciplinary library | <ul style="list-style-type: none"> <li>- The collection's priority is to cover the disciplines in which the University provides instruction and performs research.</li> <li>- The multidisciplinary nature of the collection is intended to meet the interdisciplinary needs of research.</li> <li>- Although spread across several sites, the holdings of the four libraries constitute elements of a single overall collection.</li> </ul> |
| Documentation process     | <ul style="list-style-type: none"> <li>- Ensure the availability of useful documentary resources to the university community.</li> <li>- Provide tools and services for the management of and access to paper-based documentation and electronic resources.</li> </ul>   |
| Proximity service         | <ul style="list-style-type: none"> <li>- Geographic proximity to the physical collection, in particular, via the shuttle service – intra-university library loan – so as to bring users closer to the documentation</li> <li>- Disciplinary proximity through integration and participation in the activities of the Faculties.</li> </ul>   |
| Public                    | <ul style="list-style-type: none"> <li>- Develop services for all users in accordance with the specific needs of each category of users (external patrons, undergraduates, graduate students in master's and other degree programmes, doctoral students, academic and administrative staff).</li> <li>- Offer equivalent collections for all users.<sup>4</sup></li> </ul>   |

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<sup>3</sup> <http://www.en.uni.lu/content/download/14210/185786/file/R%C3%A8glement%20d%27Ordre%20Int%C3%A9rieur%20de%20l%27UL.pdf>

<sup>4</sup> With regards to electronic documentation, external users are asked to register with the National Library in order to gain access. Due to contracts with suppliers, only the university community has access to the electronic documentation.

- |   |   |
|---|---|
| Cooperation with academic personnel and researchers | - Ensure the development and coherence of acquisitions in line with the subjects of instruction and research.<br>- Monitor the changing documentary needs of users.   |
| User independence                                   | - Bring the user closer to the documentation (intra-university library loan, documentary assistance, documentary research training)<br>- Make the user more independent in mastering and using the available information resources and technologies   |
| Long-term vision                                    | - Continue to constantly improve the collection and services through evaluations based on statistical tools and indicators. <sup>5</sup><br>- Determination to continue to evolve the library, its collections and services into an electronic environment by developing technological tools for users so as to promote access to the documentation and services. |

## Belval objective and strategy

A crucial objective that guides the development of the BUL is Belval. Our current work is therefore geared towards:

- The physical unification of the libraries.
- The unification of the library's tools and policies (for example: provide access to the collection under the same classification system and through one catalogue).
- The development of the collection.
- The preparation for moving.

## 2. Current offerings to BUL users

- Work spaces
- Access to the Internet in the library
- Collective catalogue of the network of libraries in Luxembourg: Bibnet.lu
- Shuttle service between the university libraries
- Loan service
- Online user account via Bibnet.lu
- BNU portal<sup>6</sup>
- Interlibrary Loan<sup>7</sup>

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<sup>5</sup> ISO 11620 standard. Information and documentation - Library performance indicators. AFNOR, August 2008.

<sup>6</sup> The BNU portal gives access to the electronic documentation acquired by the Luxembourg Consortium.

- Library visits
- Documentary research training
- Publications server

### 3. Disciplinary sectors

The priority of the collection is to develop in the disciplinary sectors that correspond to the research focus areas<sup>8</sup> defined by the University, as well as topics that correspond to the subjects taught at the University.<sup>9</sup>

The library collection will be organised by field of knowledge according to the Dewey Decimal Classification System.<sup>10</sup>

### 4. Types of media

The BUL is enriching its collections both on paper and in electronic form.

The electronic collection currently constitutes a sizeable part of the documentary offering at the BUL and is the medium of acquisition of choice for the following documentary resources: periodicals, databases, encyclopaedias and dictionaries.

It is important to note that information technologies and the Internet are improving access to information. Nevertheless, as this is paid access, it depends upon the financial resources of the libraries.

For its part, paper is the medium of choice for monographs.

Acquisition of multimedia documents is the exception; the BUL is not intended to be a media library.

The BUL aims to be the repository of the intellectual capital of the University of Luxembourg. The BUL foresees exhaustive collections only for monographs published by researchers. To this end, we call on all researchers to send us a copy of their published scientific and scholarly works and to post their published articles on the publications server of the University.

The BUL has no intention of collecting off-prints of publications by researchers, nor grey literature.<sup>11</sup>

The BUL aims to keep at least one bound paper copy of Bachelor's theses, master's theses and doctoral dissertations.

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<sup>7</sup> Interlibrary loan makes it possible to obtain documents not available in libraries in Luxembourg through loans of original documents and photocopies or digitised copies of articles in periodicals. This service is organised entirely by the National Library and financed by the BUL for the staff of the University as well as doctoral students registered with the BUL.

<sup>8</sup> Research focus areas of the University of Luxembourg: <http://www.en.uni.lu/research>

<sup>9</sup> Catalogue of studies at the University of Luxembourg: <http://www.en.uni.lu/studies>

<sup>10</sup> <http://www.oclc.org/uk/en/dewey/default.htm>

<sup>11</sup> "Document produced for a restricted readership, outside commercial publication and distribution channels, and on the margin of bibliographic control mechanisms." In: *Vocabulaire de la documentation* (2004), p. 148

## 5. Acquisition policy

To begin with, two observations about university libraries are necessary:

- They have to cope with an increase in the number of monographs and periodicals published, but also with an increase in the acquisition costs thereof.
- The needs of users are multiplying and diversifying.

In the context of a young, developing university, the BUL has to cope with the establishment of new programmes and the arrival of new professors who are creating new documentary needs.

These difficulties may be overcome by the implementation of an acquisition policy.

*“An acquisition policy is a voluntary and planned document selection process, carried out in accordance with objectives defined upstream. This selection is based on development plans for the collection by subject matter and within a budget that fixes the limits and regulates the acquisition priorities of the library.”*

### 5.1. Acquisitions from the library’s budget

#### 5.1.1. Acquisition of monographs

The acquisitions specialist is responsible for acquisitions by discipline. He or she has the role of moderator of the collection to ensure the coherence and balance thereof in the long term. S/he is the person familiar with the collection, responsible for its intellectual and budgetary management, and who can fill any gaps which may exist.

The BUL wishes to establish a dialogue with professors and researchers at the University of Luxembourg. The appointment of an intermediary in each faculty is desirable to promote and facilitate communication with the acquisitions specialist and the BUL.

The BUL will make optimal use of the budget resources allocated by the university.

To deploy this budget in accordance with the disciplines covered and the classification of the collection, the BUL has defined deployment criteria: the number of students per programme, the number of students per faculty, the number of students per level of study, usage and requirements of electronic documentation in each discipline, disciplines not represented in a programme, special projects, University priorities, centre of excellence of the library, cost of documentation per discipline, and borrowing statistics.

Acquisitions are managed by an ILS.<sup>12</sup>

Acquisitions via the library’s budget constitute the principal means of growing the collection.<sup>13</sup>

Acquisitions are made respecting both copyrights and the relevant legislation in force.

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<sup>12</sup> “Integrated Library System: an integrated software for the management of collections (acquisition, cataloguing, search and suppliers) and for document borrowing (users, library loan). A serial management subscription module and now, a web module, often complete this type of software (p. 151).” Aleph is the ILS used by the member libraries of the Luxembourg network Bibnet.lu. In: Vocabulaire de la documentation (2004), p. 151

<sup>13</sup> Other sources of acquisitions may be donations, and exchanges and returns of acquisitions from research projects.

The acquisition criteria that guide purchases and collection development are as follows:

- Library acquisitions are guided by the **Conspectus** documentation level<sup>14</sup> (level 2 to 4). Level 5, exhaustiveness, is excluded because the BUL cannot purchase all the documents published in all languages and on all media in any given field.
- The BUL pays particular attention to making new acquisitions in fields covered by **new programmes** offered at the University which are not yet present in the collection.
- **Linguistic criterion:** Most of the acquisitions are made in the three official languages of the University: English, French and German. The acquisitions specialist endeavours to maintain a linguistic balance in the collection. This criterion should nonetheless be qualified in certain disciplines.
- **Publications** that can resist to the wear and tear of lending and conservation as well as scientific **publishers** are given preference during acquisitions.
- **Chronological criterion.**<sup>15</sup>
- **Availability criteria** for the document in the market among scientific and professional suppliers and publishers to ensure sound management and order follow-up.

In principle, the BUL acquires a single copy of a book. Nevertheless, additional copies of a book in the library are purchased when intensive use is noted, in particular for borrowing purposes.

Semester references<sup>16</sup> may be acquired in triplicate at the initiative of the acquisitions specialist or the professor (one copy of which is not available for borrowing). The purchase of additional copies (>3) of a semester reference is considered when intensive use<sup>17</sup> is noted, in particular for borrowing purposes.

#### 5.1.2. Acquisition of periodicals

The BUL's periodical offering consists of documents in paper and electronic form, whereby these media are complementary. Electronic documentation is accessible via the electronic documentation portal of the Luxembourg Consortium, the BNU portal, which currently comprises 215 databases and 38,000 periodical titles, most of which are accessible remotely.

The BNU portal is managed by the National Library and resources are acquired by the Luxembourg Consortium, of which the BUL is a member.

The library encourages the use of the current electronic offering and invites its patrons to consult the portal before making purchasing suggestions.

The library manages and finances all the subscriptions taken out for the University from its own budget. The entire management, from order to conservation, is centralised in the library.

With regards to periodical subscriptions in paper format, the library decides on the location of each title, including outside the library.

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<sup>14</sup> Cf. Annex 2.

<sup>15</sup> The library is not able to provide optimal conservation conditions for rare books. Therefore, rare documents will be acquired only in exceptional cases.

<sup>16</sup> Works indicated by professors as being references for their courses.

<sup>17</sup> Borrowing statistics will be used to establish intensive use, in proportion to the number of students in the programme.



A binding policy will be deployed for new subscriptions if the archives are to be conserved.

The binding of the periodical collection currently in the library which are not bound will be decided by title, taking into account the state of the collection, the state of conservation of the documents and the interest of the title.

Given their inseparable nature, the BUL centralises the management of electronic and paper periodicals in order to:

- Provide coherent management of the collection;
- Limit duplicates of the same title;
- Improve the visibility of the collection;
- Develop a multidisciplinary approach to the collection;
- Better manage negotiations with suppliers.

In general, the BUL will endeavour to give preference to electronic subscriptions through the portal so as to provide access to the largest number of users and limit the storage and binding costs.

Subscriptions in paper and in electronic format for the same title will be avoided, unless required by the subscription policy of the publisher.

Specific subscriptions for research projects over short periods will be offered in electronic format only wherever possible.

Any request that cannot be met by the BUL's collection will be referred to the Interlibrary Loan service of the National Library of Luxembourg.

The selection criteria defined in 5.1.1 apply for periodicals as well. Nevertheless, other specific criteria must be taken into account:

- The BUL endeavours to strike a balance in the collection per faculty and discipline (number of students, average price of a periodical, number of titles already subscribed),
- Titles not present on the portal, or present with an embargo period<sup>18</sup> (criterion that can vary depending on the discipline);
- Titles not present in the library,
- The pertinence of the request compared with the courses taught;
- The pertinence of the request compared with the existing collection (is the subject already covered by the current collection?);
- Purchases in newly taught disciplines and disciplines not covered by the current collection are considered priorities.

### 5.1.3. Acquisition of electronic resources and databases

The acquisition of databases will be treated on a case-by-case basis in consultation with the members of the Luxembourg Consortium. The BNL is in charge of negotiations.

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<sup>18</sup> Period during which articles published in a periodical are not available on line, generally ranging from 1 to 3 years.

## 5.2. Acquisitions via an order from the budgets of the Rectorate / Faculties / Services / Interdisciplinary Centres / Training / Research Units and Laboratories / Research Projects

The library undertakes all acquisitions intended to meet the needs of the Rectorate, faculties, services, interdisciplinary centres, training schemes, research units, laboratories, and research projects including management of the process and the follow-up of orders.

- The requester takes the purchasing decisions in agreement with the budget manager concerned by the expense. The library purchasing criteria (point 5.1 and 5.2) do not therefore apply to these purchases.
- The documents acquired from the budget of a research project belong to the documentary capital of the University. They are registered in a database that is separate from the central ILS. These documents are, nevertheless, physically located in the office or collection of the requestor and under the responsibility of the budget manager.
- When these documents are no longer required or at the end of a project or when the requester leaves the University, these works must be returned to the library. They may then be made available to users depending upon the collection development plan.
- The budgets for research projects are not intended to be used to acquire documentation to be used by students. Their documentation needs must be transmitted to the BUL and the documents will be acquired from the library budget.

The purchasing procedure, distributed throughout the University on the 11<sup>th</sup> February 2010, is available on the University's Intranet site.

## 6. Elimination and conservation rules

The value of a collection is built through acquisition and weeding.<sup>19</sup> In order to make the most of the collection and to keep it up to date, it is important to eliminate certain works due to physical deterioration or because their content is no longer up to date.

Weeding should not be undertaken only because of a lack of space. A policy for collection management, for instance a centralised depot, may help solve problems due to the current space constraints while awaiting the move to Belval.

### 6.1. Collection of monographs

The list of criteria below will guide the weeding process undertaken by the library.

#### *Material criteria*

- Physical condition of the documents (poor state of conservation, vandalised books, etc.)
- Age of the documents (date of publication)
- Date of acquisition of the documents

<sup>19</sup> "Operation that consists of removing from the shelves documents no longer used because they are materially worn or contain obsolete information." In : *Vocabulaire de la documentation* (2004), p. 76

*Utilisation criterion*

- Utilisation frequency of the documents (borrowing, consultation on the premises)

*Intellectual criteria*

- Language of the documents
- Content not pertinent to the programmes of instruction
- Value of the documents (included in indices, lists, bibliographies; frequency of citation; opinion of a specialist; recommendation of teachers-researchers)
- Level of current and desired development of the collection according to the acquisitions specialist's development plan for the collection.

*Redundancy criteria (several copies of a title)*

- Number of copies of the same title
- Different editions of the same title (taking into account original editions, limited editions)
- Availability of the document in another library of the University
- Document published in replacement of another (e.g. cumulative index)
- Availability of the document on other media
- Existence of very incomplete series

*Library service criterion*

- Book not registered in Aleph (central ILS)

## **6.2. Collection of periodicals**

Periodicals are eliminated on the basis of several criteria among the list below:

- Several subscriptions to the same periodical title
- Statistics on the use of a title. If no consultation is recorded for a title over several consecutive years, the title is called into question.
- State of the collection
- State of the binding
- If a programme is discontinued, the subscription to the periodicals relating to the disciplines taught may be called into question, depending on the specificity level of the title.
- Availability of the title in electronic format on the BNU portal without an embargo period.
- Binding of subscriptions if archives are kept

- Retroactive binding decided on a title-by-title basis (complete collections, interest of the title, state of conservation of the documents)

## 7. Purchasing suggestions

All registered users may make purchasing suggestions. Patrons are asked to **consult the library catalogue and the BNU portal before making their suggestions.**

The University staff use the purchasing suggestion form for the libraries available on the Intranet. Students and external patrons can send their suggestions by e-mail to [bibliotheque@uni.lu](mailto:bibliotheque@uni.lu).

The acquisitions specialist is responsible for acquisitions per subject matter. The decision is up to him or her. The purchase request can be monitored via the Bibnet.lu catalogue.

## 8. Donations

The library manages the contact and follow-up with donors<sup>20</sup> to be able to take care of donations in the best possible manner.

Acceptance conditions for donations:

- The proposed collection falls within the collection development plan.<sup>21</sup>
- The acquisitions specialist is free to sort and select documents, if necessary in cooperation with a professor.
- The donation must be made without conditions attached. The library reserves the right to eliminate all or part of the donation, not to make all the documents directly accessible, and not to indicate the name of the donor on the donated items.

In the case of a donation of a special collection, the BUL will inform the Rectorate in order that they may take the required decisions.

## 9. Cooperation and partnerships

- Member of the network of libraries in Luxembourg, managed by the National Library of Luxembourg, sharing the bibnet.lu catalogue
- Member of the Luxembourg Consortium for the acquisition of electronic documentation (database and electronic periodicals package)
- Member of the inter-university library of the French-speaking Community of Belgium
- Member of the Belgian Documentation Association

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<sup>20</sup> Any person or institution wishing to make a donation to the University of Luxembourg free of charge

<sup>21</sup> "The annual collection development plan determines the rules and objectives applicable to the collection development policy by referring essentially to the budget, but establishing also deadlines, responsibilities and synergies, sector by sector, for the year to come." Calenge, B. (1994), p. 56

- Member of the ADBS (Association of Documentation and Information Professionals) - France
- Improvement of services through cooperation with other institutions (e.g. Interlibrary Loan organised by the BNL)
- IFLA (International Federation of Library Associations)
- Berufsverband Information Bibliothek e. V.

## 10. Glossary of terms used

**Catalogue:** A list of items of a collection such as books, or periodicals arranged in a defined order. For users, the list serves as an instrument for locating and identifying documents.<sup>22</sup>

**Embargo:** The period during which the articles published in a periodical are not available on-line, generally ranging from 1 to 3 years.

**Grey literature:** A document produced for a restricted readership, outside commercial publication and distribution channels, and on the margin of bibliographic control mechanisms.<sup>23</sup>

**Luxemburgensia:** All works printed in Luxembourg; all works by Luxembourgish authors published abroad; all publications of non-Luxembourgish authors pertaining to Luxembourg.

**Collection Development Plan:** The annual collection development plan determines the rules and objectives applicable to the collection development policy by referring essentially to the budget, but establishing also deadlines, responsibilities and synergies, sector by sector, for the year to come.<sup>24</sup>

**BNU portal:** The BNU portal gives access to the electronic documentation acquired by the Luxembourg Consortium.

**Interlibrary Loan:** Interlibrary loan makes it possible to obtain documents not available in libraries in Luxembourg through loans of original documents and photocopies or digitised copies of articles in periodicals.

**ILS:** integrated software for the management of the collection (acquisition, cataloguing, search and suppliers) and for document borrowing (users, library loan). A serial management subscription module and a web module, often complete this type of software.<sup>25</sup> Aleph is the ILS used by the member libraries of the Luxembourg network Bibnet.lu.

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<sup>22</sup> *Vocabulaire de la documentation.* – p. 49

<sup>23</sup> *Ibid.* – p.148

<sup>24</sup> Calenge, B. *Les politiques d'acquisition.* – p. 56

<sup>25</sup> *Vocabulaire de la documentation.* - p.151

## 11. Bibliography

Acquérir aujourd'hui : Dossier. *Bulletin des Bibliothèques de France*. 2006, 51(1). [Available online <http://bbf.enssib.fr/sommaire/2006/1>, verified on 18/03/2009]

Calenge, B. (1994). *Les politiques d'acquisition : constituer une collection dans une bibliothèque*. Paris: Éd. du Cercle de la Librairie. 408 p.

Calenge, B. (2008). *Bibliothèques et politiques documentaires à l'heure d'Internet*. Paris: Éd. du Cercle de la Librairie. 264 p.

Travier, V. (2004). *Une politique d'acquisition pour une bibliothèque d'étude et de recherche*. Villeurbanne: Enssib. 186 p.

*Vocabulaire de la documentation*. (2004). Paris: ADBS. 334 p.

## 12. Annex 1: Increase in the price of periodicals

The increase in the price of periodicals is not a recent phenomenon, and it is characterised by two development phases.

From 1975 to 1995, the price of periodicals increased by 200% to 300%, exceeding the inflation index.<sup>26</sup>

In 1995, a second phase in price increases began, characterised by the introduction of information technologies and electronic access to publications.

The electronic dimension did not, as was expected at the time, help reduce the price of subscriptions. On the contrary, libraries have had to cope with an increase in costs owing to maintaining paper subscriptions in addition to the licence fees for accessing periodicals in electronic form, in order to keep archives. An increase in costs was also due to the sales policy of publishers who offer their titles by non-negotiable package in contracts for several years, also known as the Big Deal policy.

|      | Science and Technology | Medicine | Humanities and Social Sciences | Inflation (based on RPI) |
|------|------------------------|----------|--------------------------------|--------------------------|
| 1990 | 12.5                   | 13.5     | 11.9                           | 9                        |
| 1991 | 9.0                    | -1.9     | 18.3                           | 6                        |
| 1992 | 14.1                   | 16.5     | 14.5                           | 4                        |
| 1993 | 7.8                    | 5.9      | 6.9                            | 2                        |
| 1994 | 23.5                   | 21.8     | 17.2                           | 2                        |
| 1995 | 10.5                   | 8.8      | 7.3                            | 3                        |
| 1996 | 13.5                   | 12.3     | 11.1                           | 2                        |
| 1997 | 9.3                    | 10.7     | 7.4                            | 3                        |
| 1998 | 2.4                    | 6.0      | 9.5                            | 3                        |
| 1999 | 10.6                   | 5.9      | 9.4                            | 2                        |
| 2000 | 10.0                   | 12.0     | 14.0                           | 2                        |

Source: SQW Ltd. *Economic analysis of scientific research publishing, a report commissioned by the Wellcome Trust*. Cambridgeshire, UK: SQW, p. 14

Since 2005, inflation has remained around 5% each year.

<sup>26</sup> The cost of documentation, <http://www.bib.ulb.ac.be/fr/crise-de-la-publication-scientifique/le-cout-de-la-documentation/index.html>

### 13. Annex 2: Table of Collection Depth Indicators (10 levels)

(According to Bushing, Davis and Powell)

|    |  |
|----|--|
| 0  | Out of scope (The library does not intentionally collect materials in any format for this subject. |
| 1a | Minimum information level, non-systematic coverage of the subject                                  |
| 1b | Minimum information level, systematic coverage of the subject                                      |
| 2a | Basic information level, introduction  |
| 2b | Basic information level, in-depth  |
| 3a | Study or Instructional support level, beginner   |
| 3b | Study or Instructional support level, intermediate   |
| 3c | Study or Instructional support level, advanced   |
| 4  | Research level   |
| 5  | Comprehensive level  |