Collection Management and Development Policy

2018-2019

Policy summary

Purpose

Jisc Collections aims to save UK HEIs time and money on the licensing and management of subscriptions for essential academic content and provide the widest and most unrestricted access to digital content to enhance teaching, learning and research. Jisc Collections’ Collection Management and Development Policy (hereafter referred to as the ‘Policy’) sets out principles and guidelines for Jisc Collections’ content offer to the UK education and research communities. It covers the selection, acquisition, retention and relegation of content agreements in Jisc Collections’ catalogue of resources. It enables selection decisions and collection building to be justified on a consistent and methodological basis, which reflects library requirements and enables gaps in Jisc Collections’ service provision to be identified.

Aim

Jisc Collections works on behalf of UK universities in order to achieve the benefits of working together at scale. We aim to provide the widest and most unrestricted access to licensed content and related services that enhance teaching, learning and research and to save UK HEIs time and money through expert licensing and negotiation and by simplifying the administration of content acquisition. We do this in a manner that is compliant with procurement regulations, helps institutions manage risk and avoid duplication of effort across the sectors we represent. We aim to promote a well-functioning market in content and related services that enables institutions to make effective decisions for the selection of content and the allocation of resources to meet the needs of all users regardless of discipline, format or level.

Approach

Jisc Collections works flexibly to achieve the above aims through licence negotiations with publishers for e-journals, e-books, datasets, multi-media, databases, geospatial resources, archives, open access memberships and research evaluation tools and services. We offer agreements for content and services in a number of formats
including monographs, periodicals, theses, grey literature, maps etc. Jisc Collections’ offer to the UK academic sector will always be constrained by commercial factors including availability, rights conditions and affordability.

The Policy covers:

- The principles for the selection, support and evaluation of content and services in Jisc Collections’ portfolio.
- Strategies and methods for long term access to licensed and purchased materials including post cancellation and long-term preservation strategies.
- Strategies and methods for providing access to materials (what is delivered to subscribing institutions and how).
- Access rights and limitations and how these are communicated to institutions.
- IPR and licensing policies which build upon the legal framework of copyright limitations and exceptions and licensing terms such as Creative Commons licences to leverage the maximum benefit to teaching and research from data and material and supports the developing needs of institutions
- Consideration to how agreements might improve the scholarly communications environment, for example encouraging new market entrants and stemming further market consolidation and dominance by larger providers.

To support the Policy, Jisc Collections will

- Actively engage and consult with librarians and members of its strategy groups to identify new content and services for licensing that will add value to their collections.
- Continuously assess and monitor the quality, accessibility and sustainability of a portfolio of licensed content and services, which support the strategic needs of institutions and their funders.
- Regularly consult and collaborate with its membership and other Jisc teams to ensure that its licensing terms and standards reflect the current and emerging needs of users.
- Embed the Policy in current library best practice including the e-resources life cycle\(^2\).
- Take account of wider developments in the UK research, scholarly communications and policy environment including changes in the evaluation and consumption of material.
- To use its influence with publishers in support of the above.

1. **Product review: selecting and evaluating content**

Jisc Collections in collaboration with its members will evaluate the scope and adequacy of new and existing resources using the Selection Criteria detailed in Annexes A (General) and B (Content specific criteria). We will select and endorse only those publishers who conform to the Selection Criteria.

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Initially, we will perform a desk top review. Publishers/suppliers scoring zero in any relevant category will not be considered for inclusion in Jisc Collections’ portfolio. To inform our negotiations and to ensure that Jisc Collections obtains content of the highest relevance to teaching, learning and research we will gather and draw upon all relevant information including spend, reading list and holdings data in combination with specialist subject knowledge and consultation feedback.

As a business unit of Jisc, Jisc Collections is subject to UK and EU procurement law.

Investigation may take place in a number of ways:

1. Evaluation of the extension or renegotiation of current Jisc Collections agreements (see Section 5).
2. Structured requests for procurement. Jisc Collections will work with internal and external specialist staff to secure agreements of specific relevance to these groups. This might be in response to specific requests from a body of librarians or after evaluation of content coverage within Jisc Collections’ portfolio.
3. Institutions may submit resources for consideration through the resource requirements list or other means, such as community engagement.
4. Jisc Collections may issue a Request for Proposal to license or purchase content within specialist areas based on community input.
5. Jisc Collections may consider ad hoc approaches to/from publishers/suppliers regarding new resources or innovative business models through the Product Review Template. Jisc Collections will normally consult the community before taking these requests further.
6. Jisc Collections may work with other institutions and other UK purchasing consortia to avoid unnecessary duplication of existing arrangements and market confusion.
7. Where appropriate Jisc Collections will collaborate internationally alongside library consortia in collection development initiatives.

2. Licensing and negotiation

After initial investigation and product review, a decision will be made on the appropriateness of content. If approved, Jisc Collections will enter into a discussion with the publisher/supplier. The aim is to reach agreement according to the Negotiation Strategy. The Negotiation Strategy is approved or set by the Jisc Collections Content Strategy Group (JCCSG) group at the start of each year. Annex C outlines the Approvals Process. We will work collaboratively with institutions, publishers and suppliers and provide practical support to adopt standards which broaden availability and help institutions manage content and services. By working with suppliers to adopt common industry standards we hope to enhance the student experience by aiding resource discovery and teaching, learning and research.

4 For further information on Jisc’s policy for procurement and licensing of goods and services please see: https://www.jisc.ac.uk/about/corporate/procurement-portal
5 For example, subject specific networks such as the Business Librarians Association (BLA) and British and Irish Association of Law Librarians (BIALL) to gather requirements and market intelligence.
3. **Fulfilment**

Once a new licence has been agreed regarding a new resource or an extension/renegotiation of an existing agreement, Jisc Collections will assist institutions to make an informed decision on the licensing and fulfilment of resources. We will place the offer and supporting information on the Jisc Collections website to enable institutions to assess the offer. Additionally, Jisc Collections will ensure that institutions have access to appropriate tools to evaluate and then assist the implementation and wider use of the resources. A full list of tools and resources available are shown in Annex D.

4. **Ongoing Evaluation and Review**

As part of every agreement, Jisc Collections will undertake ongoing evaluation and review in order to assess the value, savings and efficiencies for subscribing institutions alongside community feedback and any other relevant issues. This will highlight any requirements for service improvements with the provider, inform further discussions with the provider and help provide a focus for any ensuing negotiation. The criteria for the Review process is shown in Annex E.

5. **Renegotiation or Cancellation Review**

If the evidence and evaluation review result are positive, Jisc Collections will enter into the renegotiation process. If the discussions with the provider based on the evidence and evaluation review result in the agreement being cancelled this may be ratified by the Jisc Collections Content Strategy Group. Jisc Collections will consult with the community regarding the cancellation of the agreement and any resulting impact and the process of stepping away from the agreement (see section 6). Following the cancellation or cessation of a resource, Jisc Collections will work with institutions to achieve a satisfactory outcome.

6. **Exit Strategy / Long-term access and preservation of materials**

Jisc Collections will ensure that there is an appropriate exit strategy in place. The exit strategy will include:

- Assessment of the impact of cancellation on subscribing institutions.
- Consideration of alternative resources subscribing institutions might consider.
- Strategies for alternate content of the same / similar content to enter into the market.
- A document highlighting, lessons learned from the agreement.

**Review of the Policy**

The Policy will be reviewed and revised annually or as needed in order to address changes and reflect current practices in the evolving digital content environment and requirements of the education and research community. This policy will be published online and the review will be undertaken following approval from the Jisc Collections Content Strategy Group.

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