



Stockholms  
universitet

# MEDIA PLAN

for Stockholm University Library  
from 16/03/2017

**Stockholms universitetsbibliotek**

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Stockholm University

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## Introduction

The work to provide information at the Stockholm University Library aims to ensure that our primary users, students, teachers and researchers have access to the media resources they need for the teaching and research being driven at Stockholm University. One of the most important strategies the University Library has, is to provide our users with rapid access to the requested media resources. The aim is to deliver these media resources as quickly as possible, and in close dialogue with our users.

To achieve this, acquisition and collection work at the University Library is request and needs-driven. This means that via their order suggestions and usage of the media resources, our primary users have an active role in choosing our new media resources and how we renew, deselect, and remove media resources based on usage and demand.

We are aiming towards simple ordering services and prefer digital resources, so the requested media can be displayed, obtained and provided as quickly as possible. Our ambition is to use the allocated media funding in the best way possible, by means of resource and cost efficient work; uniform and effective administration of our media resources and a flexibility and understanding of our users' changed needs and requests. As an information provider, we are working to base the library's activities on open science communication.

## Orders and acquisitions

Stockholm University Library's primary users can suggest acquisitions and order interlibrary loans via the library. The general public is welcome to use existing materials.

Suggestions for acquisitions can be made via the library's website. Since March 2016, the previously separate processes – interlibrary loans and acquisitions – have been integrated into one process, with one order form. A combined order form makes it easier for the user to state the information they need so the library can assess how to fulfil the request on a case-by-case basis. The order form gives the University's researchers – but not students – the possibility to state if they would prefer printed or digital resources. Generally, electronic resources are purchased for the students. The library avoids purchasing duplicates; if resources are available in an electronic format, their printed version is only purchased as an exception. If researchers require a book that is out on loan and there is a long waiting list, the library can offer an interlibrary loan if it facilitates continuing research.

Acquisitions suggested by the students must be linked to current studies at Stockholm University. Fiction is not acquired for students. Suggestions for databases that have been provided by students are always checked with researchers/teachers at the department before a decision is made. Order suggestions from researchers must be linked to their on-going research. Second-hand purchases are never made.

## Subject profiles

The University Library comprises the Frescati Library and several library units. Subject profiles include the subject areas at the faculties of Humanities, Law, Science and Social Sciences at Stockholm University.

## Monitoring policy

Our media strategy is to acquire media resources as quickly as possible after they have been requested by our users – not to monitor the subjects and media resources within the different fields and then acquire media based on the probable current or future needs the University Library has established. In this modern, and rapidly changing information society, it is impossible for the University Library to monitor everything that has been published digitally and in print, and have the same in-depth knowledge held by our users. We do not monitor publications from publishers, course reading lists, or literature that is temporarily out of stock at the supplier. Lost and damaged books will be replaced when users suggest those titles for new acquisitions, or for well-known and requested materials that are included in course literature. A portion of the University library's previous subject monitoring has been replaced by access to large volumes of electronic materials that we provide directly from different publishers.

## Collections

The University Library has both a physical collection and electronic collection. We own our physical collection and manage it based on our collection and weeding policy. We either own or subscribe to the electronic media. Digital subscriptions that are neither used nor requested are cancelled.

Generally, the electronic material is accessible via the suppliers' own platforms. Occasionally, the content on the platforms can change rapidly as new material is added, however copyright reasons may mean they are removed, or the University Library's subscription with the provider has been terminated. This generally applies to materials on the aggregated platforms (several publishers gathered into one platform provider). This means – to a certain extent – the collection is flexible. Changes to the catalogue, which are a result of changed conditions with the suppliers are beyond the library's control. In these cases, it is usually possible for us to obtain the material via other acquisition channels.

## Procured suppliers

As a government authority, the University Library will use the procured suppliers first. We aim to provide a broad and impartial selection of publishers, based on the research and teaching needs of Stockholm University. The selection is made independently of any political, religious and commercial lobbying or opinions.

## Acquisition channels

The acquisition of media resources takes the form of

- purchases and loans of individual printed books and e-books, plus e-book packages;
- subscriptions to journals and databases;
- business models directly with publishers that can provide access to all or part of their publishers' e-books or audio-visual materials. These business models are often referred to as EBS or PDA models (Evidence-Based Selection and Patron-Driven Acquisition);
- compulsory deliveries of all Swedish print, of which the University Library saves a smaller portion;
- borrowing journal articles and printed books from other libraries;
- donations that are only accepted in certain circumstances.

## Electronic version

The University Library will first acquire media resources in digital format, as in principle

- they are available around the clock, regardless of where the user is located;
- several people can use the same media resources simultaneously;
- it is easy to update and share the content;
- it leads to a decreased need for storage space, shelf work and transport;
- it provides quick – in many cases immediate – delivery, regardless of where the user is located.

The University Library aims to provide generous user terms and conditions as we are acquiring electronic media resources that can be

- downloaded, printed and copied;
- the public's access to media resources in the University Library via "walk-in use";
- the option for interlibrary loans, scholarly sharing and user rights during teaching;
- no or as few limitations as possible for simultaneous use;
- the possibility to read media on different mobile devices; interaction with the text and speech synthesis;
- access throughout the Stockholm University network, using the IP number and remote access for students, teachers and researchers via the proxy server. In certain cases, the media resources will be acquired using a manual password login.

## Access to electronic media resources

The University Library signs its own, national and international licensing agreements for electronic media resources, with user rights for students, teachers and researchers at Stockholm University via remote login. Affiliated researchers always need an SU login. The University Library cannot offer other users access to the media resources in any other capacity than what is available when they visit the University Library.



## Digitalisation and enabling access

The library is working regularly to make materials published by Stockholm University available in digital format. We are also digitalising certain materials from the library collections.

## Statistics

To acquire a database or other electronic resource, the supplier must be able to provide user statistics that follow the COUNTER guidelines on demand. A digital resource that does not have such statistics may only be acquired under specific circumstances.

## Donations and gifts

Donations are only accepted in certain cases, if departments at Stockholm University wish to include requested and relevant materials in the University Library. We always reserve the right to freely dispose of the received material. Donations are only accepted from private individuals if they are rarities or a special collections, and if the material is linked to the University's research areas.

## Course literature

Course literature is acquired following a specific ordering process. Three to four copies of printed course literature will be purchased, except for works of fiction, where only one copy will be purchased. Course literature is purchased and supplemented on the condition that they are available from the procured suppliers. Stockholm University Library does not actively monitor course literature, instead it expects all up-to-date reading lists to be submitted in good time for ordering prior to the start of a course by the course coordinator or equivalent.

## Monitoring and evaluation

A systematic and continual overhaul of the media resource collection will be made in relation to relevance, uniqueness, quality, usage; space, logistics and cost aspects.

## Public library

The University Library is a public library, and is therefore open to the general public. Most of the University Library's printed collections are available to other libraries via interlibrary loans. Electronic materials are available to the public via the University Library on campus.

## Collection development and weeding policy

Stockholm University Library aims to have a relevant media collection that is in line with our users' demands and use of the material and any preservation requirements, with consideration to space and logistics management.

The University Library's printed and electronic collections (except for rare and special collections) should be reviewed and weeded regularly on the basis of general weeding criteria, taking into account the potential need for deviations within certain subjects. Media resources may be removed from the library for the following reasons:

- the volumes of printed journals are available in electronic format with secure archive rights;
- the title is available in both electronic and printed format, with low or no use of the printed format;
- the printed copy is damaged and has served its purpose and is to be discarded;
- there are duplicates or several printed copies of one title;
- the literature is out of date and has no historical relevance;
- the subject is no longer relevant at Stockholm University;
- new and revised editions of the title are available;
- the book has been loaned out on few occasions, not at all, or the most recent loan was a long time ago;
- there is a low or non-existent use of non-unique material.

A media resource can meet one or more of the above criteria, nevertheless the University Library *can* still choose to neither remove nor cancel the media resource, instead it can store/keep the material as the

- University Library has special responsibility for the University's own publishing;
- the University Library is the only research library in Sweden to have a copy of the material;
- the material is part of a collection which the University Library was gifted and therefore there may be an agreement on its preservation;
- the material is a classic or is relevant to research at the University in another way.

**The Media plan strategy has been adopted by the Stockholm University Library board 25/05/2015. Adjustments have the support of the Library Director 16/03/2017. Review of the media plan takes place annually and is revised when necessary. Smaller adjustments to the media plan are approved by the Library Director. Greater strategic changes are to be approved by the Vice-Chancellor.**