



MEDIA POLICY

For Stockholm University Library

Valid from 2020-06-22



Introduction

The media policy is a guiding document for information supply at Stockholm University Library. It also aims to inform the library's users about current guidelines.

Information supply at Stockholm University Library shall give our primary users, ie the university's students, teachers, and researchers, access to the media resources needed for teaching and research conducted at Stockholm University. We strive to provide access to the relevant media resources with as short delivery time as possible and in close dialogue with our users.

To achieve this goal, both media acquisition and collection management at the library are strictly demand-driven. This means that our primary users, through their requests for and their use of media resources, have an active role both in the selection of the media resources that are acquired, and in how we renew, deselect, and end media resources, based on usage and demand.

We strive for user friendly services for requests and we choose primarily the electronic format, in order to provide requested media resources as quickly as possible. Our ambition is to use the allocated funding for media in the best possible way, by resource- and cost-efficient work, a uniform and efficient management of our media resources, as well as flexibility and understanding of our users' needs and requests.

Requests

Researchers, teachers and students at Stockholm University may propose purchases and request materials from other libraries as interlibrary loans.

Requests are made on the library's website. Interlibrary loans and purchases are integrated into one work flow. A combined request form makes it easy for the users to communicate their information needs, and the library then decides how the need is best met. All requests must be linked to current research or education at Stockholm University, and the library thus covers subject areas within the university's four faculties.

In the request form, the university's researchers are provided with the opportunity to indicate whether they prefer a printed or electronic media resource. For students, the library primarily purchases e-resources.

Fiction is rarely acquired and only for researchers, with the exception of fiction included in current course literature, which is bought and placed in the textbook collection.

Students' purchase proposals for databases are always confirmed with researchers / teachers at the department before a purchase decision is made.



The library does not monitor publishing, course lists, or literature that is temporarily out of stock.

Purchase or interlibrary loan

The library decides on a case-by-case basis whether the requested media resources will be purchased or borrowed. Generally, we try to buy resources published in recent years while older materials are borrowed. The assessment is also governed by the accessibility of the material and how quickly it can be acquired.

The library avoids buying duplicates. If we have access to an electronic resource, a printed copy is purchased only in exceptional cases. If a researcher needs a book and our copy is on loan with a queue, the library can borrow the book as an interlibrary loan to facilitate the research. Materials that are available at other libraries in the Stockholm area, will not be ordered on interlibrary loan for students.

Collections

The University Library has both printed and electronic collections.

We own and manage our printed collections in accordance with our overall guidelines.

The electronic media collections are either owned by us or subscribed to. Such media resources are usually accessible via the suppliers' own platforms. The content of the platforms can sometimes change as new material is added. Material can also be removed, e.g. due to a change in copyright or because the agreement with the supplier is terminated. This means that the library's electronic collection is to some extent flexible. Changes in the content as a result of a supplier's changed terms are beyond the library's control. If the material in question is still relevant, we can often acquire it through other acquisition channels.

Procured suppliers

As a state agency, the University Library primarily uses procured suppliers. We strive for impartiality when choosing publishers suppliers, based on the media demands for the university's research and teaching. The selection takes place independently of any political, religious and commercial pressures or views.



Acquisition of media resources

Media resources are acquired by

- purchase of single printed books and e-books
- interlibrary loans of printed books and journal articles from other libraries,
- purchase or subscription of e-book packages,
- subscription agreements for journals and databases,
- agreements directly with major publishers providing access to all or parts of the publishers' range of media resources.

Electronic media resources

The University Library prioritizes acquiring media resources in electronic format. There are several benefits to e-resources: they are available at any time, regardless of location, they can be used by several people simultaneously, and it is possible to share the content. The delivery of e-resources is quick, in many cases immediate. The content can also be easily updated.

For the library, e-resources require a reduced need for storage space and less handling of printed collections.

The University Library aims for the best possible terms of use as we acquire electronic media resources. We strive for the possibilities to:

- download, print, and copy,
- interlibrary loans, scholarly sharing, and usage rights in teaching,
- readability on different mobile devices,
- interactivity with the text and speech synthesis,
- access over the entire Stockholm University network via IP numbers and remote access for students, teachers and researchers via proxy server,
- so-called walk-in use, i.e. other users' access to media resources in the library.

The library also needs to be able to retrieve usage statistics, preferably according to COUNTER's guidelines.



Access to e-resources

The University Library signs its own national and international license agreements for electronic media resources, with user rights for students, teachers, and researchers at Stockholm University via university login. For affiliated researchers, a SU login is always required. Other users are offered access to the media resources when visiting the library.

Availability through digitization

The library is making dissertations presented at Stockholm University during the years 1906-2003 digitally accessible. We also offer digitization and e-publication of scientific publications from Stockholm University, and material from the library's collections, whenever compliant with copyright legislation.

We also participate in a joint effort with the National Library of Sweden and four other university libraries with the ambition of making the entire Swedish print production, from the 15th century until today, digitally accessible.

Donations and gifts

Donations are only accepted in rare cases, if departments at Stockholm University wish to place requested and relevant material in the University Library. We always reserve the right to freely dispose of received material. Donations from private individuals are only accepted if it is a rare or special collection and if the material is linked to the university's research areas.

Course literature

Course literature is acquired in accordance with a special ordering process. Printed course literature is purchased in two to four copies, with the exception of fiction which is only purchased in one copy. Course literature is purchased and supplemented provided that it is available from procured suppliers. The University Library does not monitor course literature lists, but assumes that current literature lists are submitted in good time before the course starts by the course coordinators or the equivalent.



Public library

The University Library is a public library and thus open to the public who is welcome to use existing material. The electronic media resources are available to the public on site at the library.

Most of the University Library's printed collections are available to other libraries through interlibrary loans.

Collection management and weeding

Stockholm University Library strives for a relevant media portfolio that corresponds to our users' demands and use. Review, weeding, and relocation of the library's printed and electronic holdings is done continuously on the basis of general guidelines.

The most common reason for weeding printed material or ending subscriptions to electronic material is low or non-existent use of non-unique material. Missing and damaged books are replaced if the titles are requested as new purchase proposals.

A large part of the printed collections is placed in closed stacks. We strive for the most in-demand books to be readily accessible in open collections.

The strategy of the media policy has been adopted by Stockholm University Library board 2015-05-25. Adjustments were approved by the Library director 2020-06-22. The media policy is reviewed annually and it is revised if necessary. Minor adjustments to the media policy are approved by the Library director. Major strategic changes must be approved by the President of the university.