

## **COLLECTION POLICY FOR HELSINKI UNIVERSITY LIBRARY IN 2020–2022**

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### **Introduction**

The operations of Helsinki University Library are based on the Strategic Plan of the University. This document outlines the Library's principles for the use of its collection of materials to optimally support research, teaching and studies for the attainment of the University's strategic objectives.

Helsinki University Library invests in the availability of materials and provides easy access to all necessary materials.

In addition, the Library promotes open science at the University as well as the visibility, availability and distribution of University publications worldwide.

The collection policy steers the decisions and choices made at the Library in accordance with its implementation plan and the Strategic Plan of the University.

## Collection development policy outline

### 1 We primarily serve the teachers, students and researchers at the University of Helsinki and Helsinki University Hospital.

Our materials acquisitions are focused on the needs of research, teaching and learning at the University.

We develop our selection of materials in cooperation with the academic community. We acquire materials on the basis of requests from our main customer base, taking into consideration the resources available. In addition, Library experts choose a selection of materials to supplement customer requests, consisting of as comprehensive a collection of Finnish scientific materials as possible as well as a curated selection of international materials.

We provide course materials for undergraduate and Open University students of the University of Helsinki.

### 2 Our objective is to acquire high quality, actively used materials.

The Library collections are based on an extensive selection of high quality digital materials. The printed and digital materials supplement each other. In addition, we support multidisciplinary research at the University by acquiring and providing source materials for the academic community.

#### **We evaluate materials**

We determine the significance of the available materials to different customer groups and monitor their usage. We continuously assess our annual subscriptions on the basis of the number of users, customer feedback and financial factors. We ensure long-term access to digital materials as extensively as possible.

As regards printed collections, we keep copies of definitive works and frequently used, high quality materials in all relevant disciplines. We will discard infrequently used or outdated materials as well as individual works whose condition is such that they cannot be restored without unreasonable costs.

We evaluate the effect of open access materials and open access publishing on our collections and acquisitions.

#### **Course materials**

We cooperate with teachers in the selection of materials to be included in the curricula of the various degree programmes. As a rule, all course materials are acquired as digital copies. We promote the findability of course materials in different learning environments.

We strive to provide open access to course materials. We improve the findability of open access course materials. We provide a publishing platform for open access textbooks written by University teachers. We offer guidance and information on how to implement and use open access publishing and open science in teaching and learning.

#### **Theses**

We maintain and develop the E-thesis service for publishing and storing digital copies of University of Helsinki theses and dissertations. We instruct and advise thesis authors in the publishing and depositing process. We are responsible for the publishing of digital theses as well as for collecting metadata and other information on theses and their public examinations for other University units.

## **Donations and exchanged materials**

We only accept donated materials that will benefit research, studies and teaching at the University. We integrate donated and materials received in an exchange into our existing collections, where they will be evaluated under the same principles as all Library materials. We also accept monetary donations in accordance with the University's fundraising policy.

## **Cooperation**

We participate in Finnish and international acquisition consortia as well as other cooperative efforts pertaining to Library materials. Our key partners include university libraries and the libraries of other institutes of higher education, the Library of Parliament, the National Library of Finland and the National Repository Library.

### **3 We ensure access to materials for the University community**

Our digital materials will be available either to the general public or to users holding a University of Helsinki username and password as outlined in their terms of use.

Printed Library materials can be found in campus libraries. Users with no University username and password may access all digital Library materials on campus library premises.

We encourage the versatile use of both licenced and open access materials as well as improve their findability. We generate metadata in accordance with the relevant standards as well as exploit these data in our information systems. We improve the user friendliness of our information systems. We inform users about new materials, trial periods and available sources of information in a wide range of ways.

In addition, we ensure access to materials needed by the University community as far as possible even when we do not own copies of or hold licences to the materials in question.

We send copies of discarded books and journals that we deem worth saving to the National Repository Library. The materials of the National Repository Library are available through interlibrary loan services.

### **4 We promote the visibility of research at the University of Helsinki**

We promote the worldwide visibility, availability and distribution of works and research data published by the University of Helsinki. We strive to facilitate open access publishing for researchers and information seekers alike. The Library will advise and support its customers in questions pertaining to open access publishing.

We maintain and develop the University of Helsinki Research Portal. We increase the number of open access works published by University students and staff. We encourage self-archiving in the open access repository Helda of the University of Helsinki.

We develop new ways to support the academic community in the open access publishing of research articles and academic books. We foster the development of diverse open access archives for research and teaching. We maintain platforms aimed at University personnel for publishing scientific literature pertaining to research and teaching at the University. Helsinki University Press, which is owned by the Library, publishes academic literature of a high level and quality.

We improve the identification, visibility and findability of open access publications by University of Helsinki researchers by generating high quality metadata, assigning permanent identifiers to publications on our own platforms, as well as by publishing all articles and other works under Creative Commons licences.