

Learning Exchange

Collection Development Policy

Summary

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1. Introduction

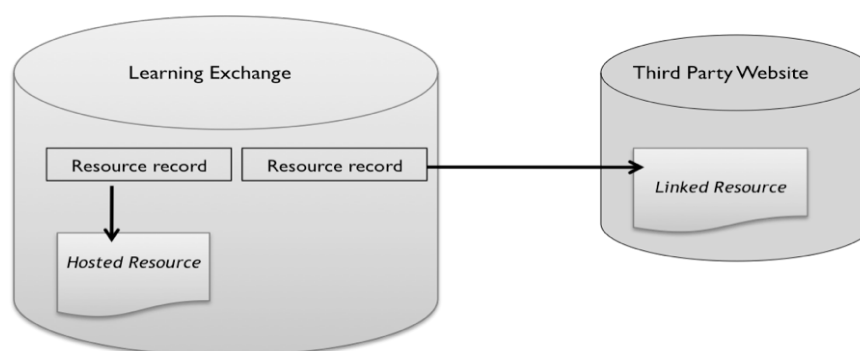
This document provides guidance on selecting material for inclusion in the Learning Exchange. It covers:

- The *scope* of subject coverage
- The intended *audience*
- The types of *resources*
- *Quality* criteria for selecting and evaluating resources.
- Policies regarding the *management* and *development* of the Learning Exchange

2. Hosting and Linking

The Learning Exchange provides access to resources in two ways:

1. File Hosting. The resource and record of the resource are physically stored in the Learning Exchange database.
2. Web Links. The Learning Exchange stores only a record of the resource along with a link to that resource on a third party website.



Our preference is to file host, mainly to prevent the loss of resources through 'link rot', the process whereby a hyperlink becomes invalid because the third party moves or removes the resource. Hosting may require formal permission in the form of a licence from the resource's rights holder whereas creating a link usually does not. Linking can therefore be viable alternative in cases where it is not possible to obtain permission to file host.

The decision to host or link will depend on the specific circumstances of each case. The advantages and disadvantages are summarised in the table below.

File Hosting	Web Linking
No loss through link rot	Resource URL may change or resource may be removed.
Not reliant on third party server availability	Reliant on third party server availability
Licence may be required	Licence not required
Resource may go out of date or be superseded by newer version	More likely to be most up-to-date version

2.1 Policy Linking to Third Party Websites

- Links to third party websites should be made only if confident that the site owner will be 'pleased or indifferent' about the link.
- Terms and Conditions displayed on the Linked Site should be respected.
- Linked sites are not routinely notified that a link has been made unless such notification is explicitly requested in the site terms and conditions.
- If a linked site displays a linking policy which does not allow links then a link will not be made without first obtaining permission.

2.2 Policy on File Hosting

Before hosting the resource, permission should be sought from the owner, except where:

1. The resource itself gives explicit permission in the form of a licence, such as Creative Commons, or a statement of what uses are permitted.
2. The document is Crown Copyright, as such documents are usually covered by the Learning Exchange's PSI ("click use") licence.¹

As the licensing process can place an unwelcome burden on some third parties, particularly in the voluntary sector, permission received by email will be deemed sufficient.

3. Scope

3.1 Subject coverage

Broadly, subjects relevant to the social services workforce:

- *Children and Families*
- *Community Care*
- *Criminal Justice*

A more detailed topic breakdown is provided in the Social Care Online Subject Taxonomy developed by the Social Care Institute for Excellence².

3.2 Intended audience

- *Researchers*
- *Social services practitioners and managers*
- *Teachers*
- *Students*
- *Librarians*

3.3 Sources of information

Information generated by academic, government, commercial, trade and industry, non-profit and private sources.

Resources of a partisan nature may be included but any bias will be made clear in the description of the resource.

3.4 Resource types

- Research projects and reports.
- Teaching and learning material, including online tutorials and course notes.
- Teaching and learning projects and reports.
- Audio, video and other multimedia resources.
- UK academic department web pages for appropriate subject disciplines.
- Resource directories where substantial original content or form is made available.
- Bibliographies and bibliographic databases.
- Websites of relevant organisations and associations.
- Reference material, including encyclopaedias and dictionaries.

3.5 Resources that should not be included

- Anything that contravenes laws within UK jurisdictions including, but not limited to, the laws relating to defamation or obscenity.

¹ 'Click use' is a free licence to re-use Crown, Public Sector and Parliamentary copyright information <http://www.opsi.gov.uk/click-use/psi-licence-information/index.htm>

² <http://www.scie-socialcareonline.org.uk/>

- Lists of web links containing little or no annotation.
- Resources designed solely for the marketing, advertising and sale of commercial products.
- Journal articles are not usually suitable because copying is likely to be governed by a commercial licensing scheme.

3.6 Geographical origin

There are no geographical restrictions on the origin of resources.

3.7 Language coverage

The preferred language is English but resources in Gaelic or Welsh will be eligible for inclusion.

4. Quality Selection Criteria

4.1 Resource discovery

Contributing Organisations may select digital resources from a variety of sources, for example:

- Contributing Organisation's own publications and materials.
- Online discovery tools such as trusted Internet gateways and blogs.
- Contributing Organisation's own professional networks.
- Reading lists.
- Email lists, alerting services and discussion groups.

4.2 Selection and evaluation criteria

While the selection and evaluation of resources is largely dependent upon the subject knowledge of the specialist contributors, the following selection criteria should be applied.

4.2.1 Core criteria

- Useful for research, teaching and/or learning in UK higher and further education; or
- Useful for informing policy and practice in the social services³.

4.2.2 Intellectual Content

Contributors are asked to take account of:

- Any declared purpose and audience.
- Authority and reputation.
- Accuracy of the information or knowledge presented.
- Evidence of sources used and cited.
- Originality in content or presentation.
- Comprehensive coverage and depth of information.
- Evidence of external citation.

4.2.3 Objectivity

Any element of bias should be made explicit in the description of the resource.

4.2.4 Structure and form

Consider the physical appearance and navigability of the resource:

- Clarity of presentation and navigation.
- Ease of use.

³ Social services workforce includes people working in all areas of social services provision in public, private voluntary sectors.

- Accessibility - resources should conform to current accessibility regulations e.g. see the Web Accessibility Initiative at <http://www.w3.org/WAI/>
- Design and layout.
- Provision of user support and documentation.
- Terms and conditions of use.

4.2.5 System and maintenance

Consider the accessibility and longevity of sites:

- Currency and stability/durability of the content
- Potential longevity of resource
- System reliability, administration and maintenance
- Use of technology and recognised standards

4.3 Granularity

A resource may be catalogued as

- a single entity (e.g. an entire training manual or web site); or
- each constituent part (e.g. chapter or part of a website) as a separate resource.

The level at which a resource may be catalogued is referred to as its *granularity*.

Contributors should base their decision on granularity on the criteria set out above. Note that complex documents and web sites may be catalogued both as entire entities as well as constituent parts.

5. Collection Management and Maintenance

Learning Exchange Contributors are encouraged to manage their collections as they are best placed to ensure the collections retain relevance to changing user needs.

Collection maintenance includes weeding out broken links and checking resources for continued relevance and accuracy.

Final responsibility for deciding on whether resources are suitable for inclusion will rest with the Learning Exchange repository manager.

5.1 Duplication

The same resource may appear in more than one Learning Exchange collection.

5.2 Deselecting records

Records should be removed from a collection:

- If the resource is no longer available.
- If the currency or reliability of the resource has lost its value.
- If another Internet site or resource offers more comprehensive coverage.
- If it is a duplicate record.

Resources should not be deleted from the Learning Exchange. They will be moved to collection specially created for the purpose of maintaining an audit trail. This collection will be visible only to Learning Exchange managers and Contributors.

6. Notice and Takedown

IRISS will act as expediently as is reasonably possible to remove illegal or objectionable links from the Learning Exchange, upon receiving notice or becoming aware of their existence.