

On the the Librarianship Act (Official Gazette of the RS, No. 87/2001, 96/2002 – ZUJIK, and 92/2015), the Decree on Basic Library Services (Official Gazette of the RS, No. 29/2003), and the Rules on the Conditions for Performing Library Activities as a Public Service (Official Gazette of the RS, No. 28/23), the Expert Council of the University of Primorska University Library on its third remote session held on 14 December 2023 accepted

DOCUMENT ON THE MANAGEMENT, BUILDING, AND DEVELOPMENT OF THE LIBRARY COLLECTION AND THE PROVISION OF ACCESS TO ELECTRONIC RESOURCES

I. LIBRARY COLLECTION

Article 1 (Subject Matter)

The University of Primorska University Library (hereinafter: UP UK) builds and manages its library collection in accordance with the policy on the management, development, and expansion of the collection and the provision of access to electronic information resources; this policy is regularly updated and published as a public document both independently on the UP UK website and as part of the library's foundational documents.

Article 2 (Criteria)

In managing, building, and developing the UP UK library collection, the library considers:

- types of UP UK users, their numbers and information needs, as well as the needs of all UP member institutions;
- needs regarding the provision of information resources as essential support for the performance of public service activities:
 - a) university teaching and study,
 - b) research,
 - c) artistic and professional activities, and
 - d) lifelong learning;
- needs arising from the introduction and/or modification of study programmes;
- the currency or obsolescence of materials;
- user suggestions.

Article 3 (Annual Implementation Plan for the Management, Development, and Expansion of the UP UK Library Collection)

Based on the document regarding the management, development, and expansion of the library collection, the Director of the UP University Library prepares an annual implementation plan, which is adopted by the UP Senate and the UP Administrative Board as part of the annual work plan of the University of Primorska (hereinafter: UP). The implementation plan may be amended whenever the UP annual work plan is revised.

II. BUILDING THE LIBRARY COLLECTION

Article 4 (Content of the Library Collection)

The UP University Library builds its collection in accordance with its own mission and that of the University of Primorska.

The library's collection primarily comprises materials supporting the study programs as well as the scientific research, artistic, and professional activities of the University of Primorska; it also includes reference materials, final theses from the University of Primorska, and publications from the University of Primorska Press.

Article 5 (Methods of Building the Library Collection)

The tools for building the UP UK library collection are:

- acquisition,
- weeding, and
- withdrawal of material.

Article 6 (Electronic Resources)

The UP University Library provides users with access to electronic resources that support the study programmes as well as the scientific research, artistic, and professional work of UP.

Article 7 (Linking the Library Collection to the Fields of Activity of the University of Primorska)

The UP University Library holds materials relevant to the scientific research, professional, and artistic activities of the University of Primorska, as well as to the study programs offered by its member institutions.

The library collects, acquires, and organizes diverse, reliable, high-quality, and significant information resources and data, providing users with access to them.

The UP University Library maintains a core reference collection and holds at least one copy of textbooks and other essential study literature.

Article 8 (Access to Material)

It provides access to materials either via open access within the library premises or in electronic format—both on-site and remotely.

III. ACQUISITION OF MATERIALS

Procurement (Frequency, Criteria, Cost-Effectiveness, Sources)

Article 9 (Methods of Acquiring Material)

Materials are acquired through purchase, donations, and exchange with other libraries.

Article 10 (Frequency of Material Acquisition)

Materials are acquired based on an acquisition proposal prepared at least once a month by the UP UK Department for Material Acquisition and Processing.

All library users may propose the acquisition of materials.

Acquisition is mandatory when a need is identified during the evaluation, accreditation, or re-accreditation of study programmes.

UP UK, in collaboration with UP member institutions, maintains and updates the list of required study literature for all accredited UP study programmes.

Article 11 (Criteria for the Selection of Material for Acquisition)

The criteria for selecting materials for acquisition are:

- lists of mandatory and recommended study literature of accredited study programs,
- suggestions from higher education teachers and researchers,
- needs and suggestions of other users,
- topicality of the material,
- coverage of individual scientific research areas with information resources in the UP UK collection,

– specific needs for information resources for the purposes of conducting research.

Article 12 (Cost-Effectiveness of Procurement)

Materials from Slovenian publishers are ordered directly from the publishers. Where legally and organizationally feasible, materials from foreign publishers are also ordered directly from the publishers.

The library ensures cost-effectiveness in the acquisition of electronic resources by participating in consortia for the procurement of international scholarly literature.

Article 13 (Financial Resources)

The financial resources for the acquisition of materials are determined by the Rector of UP by means of a decision and are specified in the UP annual work plan for the current calendar year.

Gifts

Article 14 (Criteria for Accepting Gifts)

UP UK accepts donations of materials exclusively if their content is closely related to the scientific research, professional, or artistic activities of the University of Primorskem and to the fields covered by the study programs of UP's member institutions (e.g., required and recommended reading for accredited study programs).

Article 15 (Regulation of Gifts of Significant Value)

The transfer of donated material in the case of the donation of complete book collections or a large volume of material to the UP UK is carried out upon the proposal of the UP UK Director, specifically by means of a gift agreement between the donor and the UP.

IV. PROVIDING ACCESS TO ELECTRONIC INFORMATION RESOURCES

Article 16 (Provision of Access to International Scientific Literature and Databases)

The UP University Library provides access to subscribed international scientific literature and databases, both on library premises and from remote locations, subject to certain conditions (valid student or employee status at UP).

Article 17 (University of Primorska Repository)

The UP University Library develops and manages the University of Primorska Repository. The development and management of the UP Repository comply with the legislation of the Republic of Slovenia regarding open science.

Recent higher education final theses are available via open access in the University of Primorska Repository.

In specific cases requiring data protection under law and/or contract, the UP University Library may publish a higher education final thesis in the UP Repository with a delay or in an abridged form for the duration of the embargo on full publication.

Publications from the University of Primorska Press are available via diamond open access in the University of Primorska Repository.

University of Primorska employees can submit their works to the University of Primorska Repository using their digital identity.

Higher education theses (produced after 1 January 2024) and all University of Primorska Press publications in the UP Repository are accessible to users without additional login or fee payment, under the Creative Commons 4.0 International BY-SA license.

V. WITHDRAWAL AND DISCARDING OF MATERIALS

Article 18 (Legal Basis for Removal and Write-Off and their Frequency)

The weeding and withdrawal of materials are carried out regularly throughout the calendar year, in accordance with the *Instructions for the Weeding and Withdrawal of Library Materials* of the University of Primorska University Library.

VI. FINAL PROVISIONS

Article 19 (Validity)

The text of the document is adopted by the UP UK Expert Council and enters into force on the day following its adoption.

An integral part of the document is the UP UK process map for collection building and management.

The adopted document is added to the UP UK foundational documents adopted at the 2nd remote session of the UP UK Expert Council on 22 June 2023 specifically, before the Instructions for the Withdrawal and Writeoff of Library Materials.

Date: 14 December 2023

Number: 24-241-5/2023

Assoc. Prof. Dr. Jonatan Vinkler,

Chair of the Expert Council of the UP University Library

Attachment: UP UK Process diagram –Building and Management of the Collection

