



Library policy of the Faculty of Fine and Performing Arts

“Achieving the quality goals in education and research requires infrastructure and a support organisation which are fit for purpose.” (From Lund University’s Strategic Plan 2017-2026)

BACKGROUND AND PURPOSE

The basis for our library policy is Lund University’s Strategic Plan, the Strategic Plan of the Faculty of Fine and Performing Arts and the Strategic Plan of the Malmö Academy of Music. These documents define our library activities and what we are to prioritise.

The libraries are slowly but surely moving from being service-based to become an increasingly integrated part of education and research. This applies to collections, premises and staff. We must use our resources optimally and constantly think about coordination and cooperation between the three libraries. What we are ultimately striving for is to offer equal library support to the entire faculty. As finances are increasingly strained, it is crucial that Lund University and the library organisation have a common view on the services and the level of these that the users are to be offered. This policy document states what can be expected from the libraries’ activities, but also what is desirable regarding the libraries’ development in the long term. The purpose of the library policy is to create a framework for the faculty’s library activities that we can use in a dialogue with our users and Lund University.

INFORMATION AND INSTRUCTION

A part of the guidance provided by the library is conducted in the daily work of the library’s staff on the information desk. Here, visitors receive help with information searches – online, in library catalogues and via other electronic search services. The librarian, in their instructional role, shows the user how to search, rather than searching for them.

The library’s users are entitled to guidance on information searches that corresponds to their needs as teaching staff, students, doctoral students and researchers. If they would like more in-depth instruction in activities relating to information skills, i.e. information searches, publication strategies, source criticism and reference management, this is offered at certain times – individually and in groups.

All three libraries hold library instruction sessions and introductions for all new students. More in-depth instruction meetings, seminars and workshops are held in connection with the writing of first and second cycle degree projects. These sessions are initiated by the course director. The students also have the option to book individual instruction focusing on information searches in a selected subject. Doctoral students and researchers are given run-throughs if required and the library offers instruction for groups in connection with seminars. This is also initiated by the course director or equivalent. Individual researchers can also contact the library to book a separate meeting with a librarian.

The aim is for teaching staff, researchers, students and staff at the Faculty of Fine and Performing Arts to have the opportunity to learn how to use the resources provided by Lund University. Through the University, the libraries’ users have access to a large number of databases, electronic journals and other e-resources via the search service LUBsearch. In their instruction, the libraries at the Faculty of Fine and Performing Arts use subject-oriented and specially designed digital guides.

ELECTRONIC REGISTRATION AND PUBLISHING

The libraries offer support for electronic registration and publishing of research and development work, degree projects and similar conducted by researchers, teaching staff and students at the Faculty of Fine and Performing Arts.

The University provides services for registration and making material accessible – LUCRIS for research information and LUP Student Papers for students' academic papers. The users are responsible for registering their publications, while the libraries review everything that is registered. The libraries also offer instruction in how to use the systems.

At Lund University, it is compulsory to register research publications and it is recommended to upload the complete text, if possible, and make it fully accessible. Lund University's publishing policy is thus to urge researchers as far as possible to publish through open access, which means that it is free of charge to read and download research results. This is to increase the visibility, application and impact of the research.

Before the launch of LUCRIS, a lot of work was devoted to adjusting input fields for artistic research. This was to optimise electronic registration in accordance with Swepub's guidelines on the specific needs of artistic research. It is important for future evaluations of the University that the faculty's registrations are accessible in the systems.

ACCESSIBILITY

It is to be easy and convenient to access and use the libraries' collections. This is achieved through well-planned premises and generous opening hours, easy-to-use catalogues and practical borrowing procedures. Lund University Library's book transport system enables everything that is available for loan at one of the University's libraries to be ordered and borrowed at one of the faculty's libraries. Monographs and textbooks are available for loan to all those with a valid library card within Lund University Library, with the exception at present of the Faculty of Fine and Performing Arts Library and material such as sheet music and CDs at Malmö Music Academy Library.

It is also possible to access material from other libraries, via interlibrary loans. However, interlibrary loans are only available to students and staff at each library within the Faculty of Fine and Performing Arts. Repeated interlibrary loan orders for the same material are considered to be purchase proposals.

The libraries are to give special consideration to users with special needs. All students who need adapted literature due to disability can, among other things, obtain longer loan periods, assistance with downloading audio books or the recorded reading of required literature. In cooperation with Disability Support Services at Lund University, students can obtain assistance from aids such as speech synthesis and spell-check software. Lund University Library is also responsible for the subject guide on reading and writing support. The libraries' websites are to be unprejudiced and accessible for all users regardless of sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation and age.

ACQUISITIONS AND DONATIONS

The libraries purchase books, e-media, periodicals and other media in order to meet the different needs of users within the Faculty of Fine and Performing Arts. Sound recordings and films are only obtained in exceptional cases, when these cannot be found in the databases at the libraries. Purchases are made in close cooperation with the users. The libraries also, on their own initiative, monitor the publication of material within the faculty's areas of activity.

The Faculty of Fine and Performing Arts Library accepts the donations that the faculty librarian, in consultation with the subject librarian, deems to provide added value to the collections. One condition is that the library is free to utilise the material without restrictions set by the donor. As it is often a time-consuming process to go through donations and make them accessible for the library's users, the estimated working hours are to be considered in relation to the costs of acquiring the material in some other way.