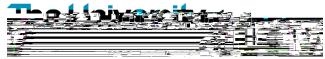


## LIBRARY COLLECTION DEVELOPMENT POLICY



- **11.2** Students may submit requests for additional titles or journal articles to the Librarian at their Campus via an online form. There are facilities for inter-lending between Campuses at the discretion of the Campus Librarians.
- **11.3** The criteria under which student book or journal article requests are considered are:
  - i. Relates to a programme running at the Campus
  - ii. Relates to topics on essay, project or dissertation lists
  - iii. Whether suitable alternatives are available in the Library collection
  - iv. Cost and budget considerations
  - v. Whether other users would also benefit
  - vi. Consultation between Campus Librarian and academic staff
- **11.4** If a student has submitted a request the Campus Librarian will make a decision based on the above and will notify the student of the outcome.

12.





**18.3** The Head of Libraries & Information and Library Services Co-ordinator consult regularly with Programme Heads, the Head of Design and designers to ensure that reading lists are up to date and complete.

**Version history:** 

Version Amended by



When you work through this reading you



Chapter 9 paragraphs 9-002 and 9-003; 9-005; and 9-008 to 9-020 inclusive.

When you work through this reading you need to focus and make notes on the following:

- 1. The choice between starting proceedings in the High Court or County Court
- 2. The time for serving the claim form and any separate particulars of claim
- 3. The different documents that may be completed by a defendant

## (e) Drafting a claim form

Start by putting yourself in the shoes of a litigant in person. Find and read the

- Notes

This can be found on the Intew5:m0 G[@0490

