



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[00490

