

Collection Development and Management Policy

Overview

The University of Glasgow Library supports the research and teaching of the University through the effective acquisition and management of material in all media, including manuscripts, archives, printed and e-resources.

Mission Statement:

To provide an efficient and effective service for all of the processes involved in the life-cycle of the Library's teaching, research, and unique and distinctive collections. These include the acquisition, cataloguing and classification (including retrospective conversion), book processing, collection care, document supply, stock management, and logistical planning and relegation of the Library's collections in all formats.

1. Aims of the Collection Development and Management Policy

This document lays out the policy framework in which the Library operates in respect of its collections. The policy covers all aspects of Collection Development and Management and is intended to be a living document which will evolve as demands on Library services change and will be reviewed on a regular basis. It derives its context from the Library's strategic and annual plan and provides a framework for more detailed policies and procedures.

The Library is a signatory to the [Scottish Collections Policy](#) developed by the Scottish Confederation of University and Research Libraries (SCURL), the National Library of Scotland (NLS) and the Scottish Library and Information Council (SLIC).

2. Acquisition of Content

The Library purchases material or access to material in the most appropriate and cost effective way to support and advance teaching, learning and research throughout the University. A team of College Librarians working with Colleges and Schools oversee the selection of materials.

- **Books** The choice of format is based on the availability, access and appropriateness to the user and value for money. Print is sometimes the only (or preferred) option, but e-books will be purchased where they give better value and access. Multiple copies of print materials are purchased when identified as core text books.
- **Journals** The electronic version of a title is preferred over the printed version as this offers the advantages of remote access and saving space. E-journal packages can be beneficial in terms of the range of titles and value for money but consideration is given to length of the deal, licensing and archiving. Preference is given to packages via national deals which give remote access.
- **Databases and other electronic resources** The Library looks to increase the digital resources it offers while ensuring value-for-money in our purchasing. Preference is given to networked resources over stand alone datasets.
- **Unique and Distinctive Collections** Rare printed material, archive collections and manuscripts are acquired primarily through gift or purchase and indefinite deposit; preference is given to gifts. The collecting policy for unique and distinctive collections can be found on the Library's web site at http://www.gla.ac.uk/media/media_61203_en.pdf and <http://www.gla.ac.uk/services/specialcollections/aboutus/developmentpolicy/#d.en.133580>

Purchasing and Licensing

- The Library allocates resources in a strategic and accountable way which best serves the resource needs of the University.
- Funds for the purchase of library materials are allocated to Colleges and Schools through a formula and managed through collaboration between Library staff (College Librarians) and academic staff within the Colleges, Schools, subject areas.
- The budget is managed in the most cost effective and flexible way in order to respond quickly to changing user needs and demands.
- The Library maximises purchasing power via partnerships (national and international) such as the national Joint Consortia Book Agreement which provides significant discounts on new purchases and via consortia (e.g. JISC and SHEDL).
- Via our participation in consortial purchasing agreements, we seek to influence publishers and suppliers to increase the number and range of e-books and purchasing models (bundles, individual titles and individual chapters) to ensure value for money.
- The Library is committed to rigorous financial controls, data gathering and reporting mechanisms.
- The Library uses performance indicators to measure the effectiveness of our suppliers and to ensure that we are achieving cost benefits via consortial purchasing.
- The Library carries out analyses of licences, access/authentication issues and usage statistics continually to ensure that our digital collections best support current and future learning and research needs. Licence conditions are enforced through the use of authentication and user management.

Document Supply

The Library provides access to content not held in the Library's collections through a subsidised Document Supply service for all eligible users through:

- Unmediated document supply to the desktop through an online requesting and delivery system
- Material is loaned out whenever feasible (excluding unique and distinctive collections items).
- If material cannot be loaned photocopies or digital scans will be supplied wherever possible.

We develop proactively existing and new services to meet customers' needs and expectations and monitor service level agreements through performance indicators.

We also maintain and develop links with regional, national and international networks as a means of providing the best possible service to our customers. Access to the Library's collections is widened through the provision of an inter-lending and document supply service to other libraries in the UK and abroad.

Donations

The Library has historically benefited from donations of individual items and collections and continues to welcome offers of further gifts and donations in line with its collection management and development policies. The following factors guide the decision to accept donations:

- Value for teaching or research
- Relevance to existing collections
- Physical condition
- Duplication of existing materials
- Cost of cataloguing, processing and storage.

Potential donors of sizeable collections (more than 300 books) should contact the office of the University Librarian in the first instance. Potential donors of smaller collections are requested to contact the appropriate College Librarian.

Library staff will take into account the wishes of donors or testators where practicable in considering whether to accept collections and will inform donors of the decision to accept or decline collections following any discussion. The Library reserves the right to deal with all accepted donations as it deems in accord with its policies, including the right of further disposal.

3. Resource Discovery and Access

Access to information content through the Library's catalogues supports the research and scholarship, teaching, learning and public engagement priorities of the University.

Cataloguing and Classification

Through the provision of an easy-to-use online catalogue customers are able to discover and access the high-quality resources held in the Library. Resources are described according to internationally agreed metadata standards for bibliographic and archival description to aid discoverability and to enable exchange of data with other systems. The current standard for cataloguing of library materials is the Anglo American Cataloguing Rules, 2nd edition (AACR2) and RDA (Resource Description & Access). Records added to the library catalogue prior to the publication of these standards reflect the rules in effect at the time. Records are exported to various national and international databases, exposing the richness of the Library's collections to researchers world-wide.

Library materials, with the exception of electronic resources, are classified using the Library's own in-house classification system.

Unique and Distinctive Collections

Rare Books

Pre-1801 material is catalogued to Anglo-American Cataloguing Rules, Second Edition. AACR2 and Descriptive Cataloguing of Rare Materials (Books) DCRM(B) standards, and held in MARC format and are accessed via the Rare Books Catalogue. Older records have not been catalogued to agreed standards.

There are additionally a number of specialized catalogues accessible via the Special Collections website, including:

- Glasgow Incunabula Project (<http://www.gla.ac.uk/services/incunabula/>)
- Scottish chapbooks catalogue (<http://special.lib.gla.ac.uk/chapbooks/search/>)
- 19th century novels catalogue (<http://www.gla.ac.uk/services/specialcollections/collectionsa-z/novelcollection/>)

Theses

All theses written for University of Glasgow research degrees awarded before 2007 are held in the Library, and can be used in the Library. From 2007 new doctoral theses are available online and accessed via the Glasgow Theses Service (institutional repository) and EThOS (The British Library's electronic theses service). Pre 2007 theses requested by users of the EThOS service are also available electronically in both the Glasgow Theses Service and EThOS. The Library is also undertaking a retrospective digitisation of Glasgow Theses which are to be accessed via the Glasgow Theses Service.

Archives

Material is catalogued to the International Standard for Archival Description (General) and the International Standard Archival Authority Record For Corporate Bodies, Persons and Families.

The University and Scottish Business Archives are accessed via the Archives Hub (<http://cheshire.cent.gla.ac.uk/ead/>).

Special Collections manuscripts and archives are accessed via the Manuscripts Catalogue (<http://special.lib.gla.ac.uk/manuscripts/search/>).

The Scottish Theatre Archive is accessed through the Scottish Theatre Archive (<http://special.lib.gla.ac.uk/sta/search/>).

The Hill and Adamson photographs are accessed via the Hill & Adamson search (<http://special.lib.gla.ac.uk/hillandadamson/search/>)

Uncatalogued Collections statement

Special Collections

Rare Books

There is an estimated backlog of approximately 10,000 uncatalogued printed books, including residues of important legacy collections. These are at present totally undiscoverable at item level (collection level descriptions exist on the Sp Coll website). Significant uncatalogued material from key collections include: Bourgeois (1400 items) Euing (650 items) Old Library (residue) (200 items) Mearns Hymnological (3000 items). In addition to this, many of our most important collections are inadequately catalogued; records do not meet recognised standards and copy specific features have not been described. Collections in this category would include: Hunterian, Euing, Ferguson and Murray.

Manuscripts and Archives

All accessioned material is recorded online, at least to collection level. In the case of single items or small collections this renders the contents reasonably discoverable. These collections include:

Annand papers (20 metres, awaiting appraisal).

Durkan papers (15 metres, awaiting appraisal).

Hobsbaum papers (33 metres).

Low papers (8 metres).

Murray papers - family/residue (3 metres)

Scotland papers (8 metres)

Sutton papers (49 metres, awaiting appraisal).

Archive Services

99% of collections are accessible online at collection level and 60% are accessible at lower level online.

4. Collection Management

The Library's stock, excluding its unique and distinctive collections, are working collections which are regularly evaluated to ensure that they are meeting the needs of the University.

Stock Management Principles

The Library aims to organise its printed stock on the following lines:

- **Main Library:**- Open shelves: material of relevance to the current teaching and learning and/or research needs of the University
 - **High Demand:** -material on reading lists which may be borrowed for a 4 or 24 hour period
- **Branch Libraries** - Open shelves: material of relevance to the current teaching and learning needs of the University
- **Library Research Annexe (LRA)** - controlled access: material of potential relevance to research needs of the University, or material of historic and cultural importance
- **Archives and Special Collections** - controlled access: material of local, national and international importance
- **Audio, audio-visual and microform collections** regularly reviewed for potential technical obsolescence location .

There is an ongoing programme of review for library stock to ensure that material on open access is relevant to the current teaching and learning and/or research needs of the University and that due consideration is taken of its physical preservation and security.

With the exception of certain discrete named collections, all pre-1900 printed material will be located in either Special Collections or the Library Research Annexe by the end of 2014.

Retention and Disposal

The requirement to maintain a working collection of library materials relevant to the current teaching and learning and/or research needs of the University means that material is identified for disposal on a regular rolling programme. Any material selected for disposal is carefully assessed in relation to the overall strength of the collections to ensure the University of Glasgow's position as a major UK research library and to enhance the University's reputation.

The Library uses the following criteria as a guideline to assess its holdings. More detailed criteria have been drawn up for subject area by the College Librarians in consultation with academic staff:

- Required for current teaching, learning or practice
- Support current School research profiles
- Reinforce existing heritage collections or areas of known strength
- Included in a contractual or collaborative agreement requiring retention by the University of Glasgow
- Unique and not available in the National Library of Scotland
- Published before 1801
- Published before 1900 and contains colour plates
- 1st editions
- Part of a limited edition
- Have significant associations with the University of Glasgow
- Have evidence of important ownership or association
- Material comprising collections of acknowledged national importance that should be retained as part of the national research collection
- Of importance to the community, locality or region
- Availability of electronic equivalents where appropriate
- Accessibility of other copies (e.g. loans from other libraries)

Methods of disposal

Material selected for disposal will be dealt with in one of the following ways:

- Selling to legitimate booksellers
- Making use of charitable organisations to sell material on our behalf and divide income between the charity and the Library
- Giving away to another library, a charity or similar organization.
- Disposing of using an environmentally responsible method

5. Collection Care

The Library is mindful of its role to enable access while prolonging the life of the Library Collections and minimising the risk of damage. The Library replaces lost or damaged books as appropriate

Principles of collection care

- It is the general policy of the Library to preserve and maintain the integrity of the its collections to the highest professional standards. This includes the historical, textual, pictorial and physical content of the items and takes into account the rarity of the material, access requirements, and physical condition.

- The Library adheres to the principles for the preservation and conservation of library materials of the International Federation of Library Associations (IFLA). Material in original format will be preserved for as long as possible and access will be provided to original and surrogate formats as appropriate. Material with intrinsic value will be preserved in original format in perpetuity.

Disaster preparedness

The Disaster Recovery Team is responsible for ensuring that contingency plans and procedures are in place to prevent, react to and recover from emergency situations that may have an adverse effect on the Library collections. Details of disaster preparedness, asset recovery and prevention procedures are available in the Library's Disaster Plan.

Collections preservation

The Library believes that ongoing and routine collection maintenance will reduce the likelihood of serious damage to its collections. Collection maintenance includes:

- Monitoring the condition of its collections on an continual basis and taking action to replace, treat, or reformat, as appropriate, individual items identified as being damaged.
- Using appropriate containers and wrappers to protect collections.
- Maintaining cleanliness in the storage areas and endeavouring to clean collections on a systematic basis using appropriate methods.
- Continuing to develop a digital preservation strategy to underpin the long-term retention of digital material.

Preservation treatments

Preservation treatments are undertaken to prolong the life of material by conservation, or the creation of surrogates when collection material is at risk, damaged or deteriorated. All treatments are undertaken to recommended professional standards and all materials used in the preservation and conservation process will be of the highest conservation quality and will comply with British Standard recommendations.

All conservation treatment will be of minimum intervention and will be sympathetic, leaving the integrity and originality of the item unchanged. Each item will be individually assessed and conservation limited to what is necessary for its long term stability and expected use. A conservation record of all treatment undertaken is maintained and is made available on request. The Preservation and Conservation staff work to the European Confederation of Conservators Organisations (ECCO) Guidelines and abide by the ECCO code of ethics.

Digitisation Policy

The library for a number of years has worked with academic staff to identify areas of the collections to be digitised for individual class teaching. Material has also been digitised to demonstrate the breadth and potential use of collections.

External funding for the mass digitisation of collections and partners for collaborative digitisation projects are sought where appropriate.

Digitising is done in-house by professional staff in a special Digitisation Unit as resources allow or by externally funded projects.

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