ual: university
of the arts
london

Library Services
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Collection Development and Management Policy

August 2013

Library Services
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1.   Introduction

1.1 Purpose: one collection, six libraries
This Collection Development Policy sets out principles and offers guidance to be used within Library Services at the University of the Arts London (UAL). The purpose of the policy is to enable the selection, acquisition, evaluation, maintenance and development of collections which fully support teaching, learning and research at UAL. It also seeks to support and reflect the diverse requirements and interests of our users and is underpinned by effective academic liaison. Library Services is committed to developing, sustaining and making accessible collections that are significant to our users and to the ongoing document of the arts. This policy updates and replaces that originally produced in 2009.

1.2 Context
Key aspects of the University's vision are 'to provide a distinctive high quality practice-led learning experience in arts, design and communication' and 'to produce enterprising graduates who have the skills and attributes to develop their creativity throughout their workings lives'.

UAL consists of six internationally renowned colleges:

- Camberwell College of Arts
- Central Saint Martins College of Art and Design
- Chelsea College of Art and Design
- London College of Communication
- London College of Fashion
- Wimbledon College of Art

The University is a diverse and creative community of full and part-time students from the UK, the EU and across the globe, offering a wide range of educational opportunities which extend from further education studies to postgraduate research.

Library Services' vision is "Informing Learning, Inspiring Creativity" and the Library Services Medium Term Strategy 2013-2016 includes the following over-arching aspiration:

> To provide high quality and digitally enriched library and archival collections and learning environments that reflect the specialist nature of the University and contribute to the advancement of scholarship, practice and enterprise within the creative arts nationally and internationally.

Library Services' hybrid library collections represent a rich resource in the arts, design, theatre, performance and communication disciplines, and many of our archives and special collections have immense research value. The University also generates new knowledge through its research and innovation activities that needs to be captured, preserved and made accessible to the wider community. This Collection Development Policy therefore seeks to embrace both the development of library collections to support the University's curriculum requirements, and the role of these collections in support of research and the documentation of the Arts.

In drawing up the policy account has been taken of wider developments and how these relate to our collections, such as developments in the nature and practices of research and the use of technologies such as Web 2.0 and electronic publishing for generating content, as well as the move towards open access and the increasing use of web technologies by

students and staff in all areas of their practice and research. Increasingly we provide online access to information on- and off-campus, as well as access to physical collections.

1.3 UAL Strategy
This Policy and the Library Services Medium Term Strategy are informed by a number of university strategies, including:
- University Strategy
- Learning and Teaching Strategy
- People Strategy
- Equality and Diversity Framework
- Information Strategy
- Student Experience Strategy
- Research Strategy

1.5   Review
This Policy has been endorsed by the Library Services Senior Management Team; it is reviewed annually to ensure its ongoing relevance. Any significant changes will be confirmed and communicated to our users, following consultation with academic colleagues.

2   Resources
An annual budget is allocated to the Director of Library and Academic Support Services, which is devolved to each college and function area of Library Services following a formula that combines an income-led model with one based on student numbers. Library Services aims to spend a significant proportion of its overall budget on the acquisition of information resources. The e-resources and serials budgets are top-sliced and managed centrally within Resources and Systems, while budgets for books, audio-visual and other materials are devolved to the college libraries and managed overall within Academic Services.

3.   Collections
The library collections, including archives and electronic resources, reflect the extensive range of subjects taught and researched at UAL and its diversity of provision. The collections contain books, e-books, magazines, journals, e-journals, DVDs, CDs, videos, zines, theses, manuscripts, archives and artefacts.

The college libraries contain collections reflecting curriculum and research needs. The Learning Zone provides a reference collection of core texts, available during its extended opening hours. The University Archives and Special Collections Centre preserves, enhances and promotes the rich and varied archives and special collections of the University, while the institutional repository, UAL Research Online, is an online environment for the storage, preservation and sharing of research outputs produced by the University's research community. (Learning and teaching materials are in ALTO).

Many library collections, particularly special collections and those collections that are substantive in their coverage of specific subject disciplines, are recognised as being of national and sometimes international significance.

4.   Users
The primary users of the collections are:

- Further education, undergraduate and taught postgraduate students of the University
- University academic staff, research postgraduate students and the professoriate

- University management, administrative and support staff
- Alumni and governors
- Staff and students of other universities participating in reciprocal access schemes
- Other users include those on short courses and, in some Colleges, Artscom courses.
- External readers, including private researchers

5. Responsibilities

The majority of collection development and management work is carried out by staff in each college library, who are responsible for the selection and withdrawal of stock. Central Bibliographic Services is responsible for acquisition, cataloguing and processing and works closely with staff in the College Libraries, delivering shelf ready stock to the libraries. Librarians with subject responsibilities work in close collaboration with academic staff and technicians to support them in curriculum delivery. Each subject area/course is allocated to a Librarian, who is responsible for the selection, care and disposal of related materials.

Student and staff recommendations for additions to stock contribute significantly to the collection development process.

The Library Services Serials Collection Management Group and the e-resources Collection Management Group meet regularly to discuss issues and developments within their areas of responsibility. These are:

- Selection and Management of subscriptions to serials and online resources and related budgets.
- Making recommendations on collection management issues relating to e-resources and serials to Library Services SMT.

Input from and feedback to each library or section is undertaken by these groups.

Library staff are encouraged to research and write papers relating to the UAL collections, many of which have appeared in professional and scholarly publications and/or have been presented at internal and external conferences. These contribute to the documentation of the Arts and to the advancement of collection development practices at national and international level.

6. Priorities

These are determined by the nature of the existing collections and student and staff needs, through liaison with academic staff.

6.1 Priority One – Core Materials/Reading List Materials

All essential core course materials and recommended reading list resources for taught undergraduate and postgraduate courses/programmes will be purchased, subject to availability. Academic staff are advised if materials are out of print and encouraged to suggest alternatives. A minimum of one copy of a recommended key text item is purchased, and usually at least two will be acquired in order to provide a loan copy and a reference copy. Where there are large numbers of students on a course or programme, multiple copies will be purchased subject to resources available. E-books are bought where available and appropriate, increasing ease of access to titles (see Appendix I).

6.2 Priority Two – New Course Support/Development

Resources which extend the collections to support new subject areas as a direct result of the validation or review of a new course/programme are also prioritised for acquisition.

Library staff provide input to the development of reading lists through academic liaison activities. Learning Resources Managers are required to sign off the resource statement in validation documentation and so should have received an indication of the materials needed to support a new or revalidated course/programme. Where the proposal implies the need for significant stock development this should be raised with the Learning Resources Manager at the relevant college in advance of sign-off processes, so that a detailed discussion of the requirements can take place with the Course/Programme Director and so that funding for collection development can be sought, as appropriate.

6.3   Priority Three – Collection Building for Core Subject Areas
The collections are developed over time in support of teaching, learning and research, using the professional expertise of subject librarians. Currency of stock is maintained by the purchase of newly published books, e-books, relevant journals and, where necessary, out of print items. Librarians check publisher information and catalogues for potential additions to stock and use their professional awareness and expertise to advise and alert academic staff to new publications in subject fields of relevance to UAL.

6.4   Priority Four – Background and Contextual Materials
Libraries seek to develop collections in a range of topics beyond their core subjects; this includes contextual, general interest and visual resource material in various formats. Requests for purchase from both staff and students are encouraged and considered. Use of inter-library loans and access schemes to other libraries may be promoted as an alternative and complements the provision of such materials in-house (see also section 11).

7.   Selection
Academic relevance, the authority of the publication and value for money are of primary importance for stock selection decisions. In addition some or all of the following criteria may be applied:

- Academic level/target audience
- Authority/reputation of the author and publisher
- Information value and currency of content
- Source of and reason for recommendation
- Relevance to the teaching, learning and research programmes of the College and University
- Presence of original material
- Sustainability of formats and ability to support them
- Relationship to the rest of the collection
- Quantity and quality of illustrations where appropriate
- Physical format, including clarity of layout/ease of use and durability. For example, the choice between hardback and paperback format is made on the basis of cost, availability, anticipated levels of usage and likely wear and tear
- Accessibility, for example options for print and/or electronic access
- Language - English is the predominant language of the collections, but foreign language publications are also purchased where appropriate, in line with our aim to make our collections international in their coverage and to reflect the diversity of our user community.

8.   Formats

8.1   Monographs
Monographs represent the largest and most important component of stock, as most key information materials relating to our subject areas continue to be published in this format. These are purchased in printed form in most cases although e-books are always considered for purchase where available (see Appendix I) as they extend access.

8.2   Serials
A Collection Development and Management Policy for Serials is included as Appendix D. Serial publications include journals, newsletters, bulletins, and newspapers. Trend publications and forecasts, annual reports, directories and yearbooks may also be included. Serials are of particular value for the currency of the information they deliver as well as, when peer-reviewed, for the authority of the information they contain; they are essential for the rapid dissemination of scholarship and provide a wide range of information that may not be available in any other format. They also have historical value and back-runs are kept.

Journals may be taken in hard copy format and/or electronic format. Libraries are moving to electronic subscriptions where possible, except where specific criteria (outlined in the Serials Collection Development and Management Policy) are met for retaining print versions. The Serials Collection Management Group co-ordinates subscriptions across Library Services.

The existence of a title elsewhere within UAL is considered when assessing new titles, although some cross college duplication is necessary to support courses in light of shared subject areas across the six colleges. Recommended journals may be trialed to solicit feedback from a range of staff and students before committing to a new subscription. The existence and value of back-runs of serial publications will also be taken into consideration in relation to decisions regarding acquisition and disposal. The UAL Libraries also participate in the SUNCAT union catalogue for serials.

8.3   Exhibition Catalogues
Our collections of exhibition catalogues constitute a history of exhibiting and display in both western and other cultures through documenting both large and small scale shows, as well as charting trends in the theory and practice of curating. They are a key source of information for the creative arts. Some offer thematic approaches to the study of art and design whilst others document national and international trends within these disciplines. In addition exhibition catalogues can provide a valuable picture of the state of current research in a particular area or on a specific artist at the time of the exhibition by bringing together artworks and scholars' responses in one publication. Due to the ephemeral nature of exhibitions and the fact that catalogues are not usually reprinted after the end of a show, it is important to acquire them on a continuous basis. Where possible standing orders are placed with major public and private galleries and museums to ensure key catalogues are purchased in a timely way. Catalogue raisonnées are also collected as these are comprehensive catalogues of an artist's work and contain invaluable information about provenance.

8.4   Reference Works
Reference works, including dictionaries, encyclopedias and directories are available in each library. There is an increasing focus on the purchase of electronic versions of reference works to allow wider access. Many reference works are purchased via standing orders. Foreign language dictionaries are acquired to reflect and support the diversity of students at UAL. Reference collections are reviewed regularly to maintain currency and relevance.

8.5   Dissertations and Theses
It is a university requirement that one copy of each completed UAL PhD and MPhil thesis is deposited with the relevant college library, and these are held on reference access on a permanent basis. The holding policy for taught postgraduate and undergraduate dissertations is dependent on space available. Alternative modes of storage and dissemination are being developed, such as deposit in UAL Research Online. UAL has signed up to the Electronic Theses Online Service (EThOS) service; this provides electronic access to all UK HE theses.

8.6   Images
Digital image collections are currently limited to image database subscriptions, which have been grouped together on the Library Services webpage. 35mm slide collections have been disposed of, with the exception of material for which UAL holds the copyright, which is being considered for digitization.

An ongoing programme of digitization of special collections is underway. These records are then submitted to VADS: the online resource for the visual arts at http://www.vads.ac.uk for external hosting and wider dissemination.

8.7   DVD and VHS
DVDs and VHS recordings have value as both primary and secondary sources of information and are collected across all subject areas. They are a useful means of conveying information visually and can be particularly valuable for students with dyslexia. They are purchased commercially or recorded off-air through subscription to the BUFVC (British Universities Film and Video Council) scheme and under the terms of the ERA (Educational Recording Agency) and Open University licences. On request recordings are made with subtitles where available.

Library Services is subscribes to the *Box of Broadcasts* service provided by the BUFVC; this gives access on demand to a wide range of streamed off-air recordings and reduces considerably the amount of off-air recordings needing to be made in the Libraries.

A Collection Development and Management Policy for audio-visual materials is included as Appendix F.

8.8   Audio Recordings
Audio recordings, including audio books, represent a key source of information in some subject areas, provide a resource for oral histories and can be helpful as an alternative format to printed materials, particularly for students with dyslexia or visual impairment. Most audio recordings are purchased commercially, subject to copyright implications. Library Services provides access to the British Library Archival and Sound Recording Collection, a collection of over 1,500 recordings, which can be played in licensed UK higher and further education institutions or in the British Library reading rooms. Downloading is available in licensed institutions. The full audio holdings can be searched in the Sound Archive catalogue at http://sounds.bl.uk/

8.9   Materials and Products
Materials and Products Collections are held at CSM and LCF Libraries, and aim to represent current and emerging trends in the fields of textiles and manufacturing materials, enabling research into the contemporary use of materials and processes relevant to art and design practice.

Materials are sourced from trade fairs and also through staff attendance at specialist conferences and events, to ensure that they reflect the current state of textiles and materials technologies. In addition a variety of manufacturers and suppliers visit on a regular basis, bringing samples of new materials which are added to the collections.

The Collections also contain copies of suppliers' and manufacturers catalogues, though these are reducing as they become increasingly available online, and reference books on materials and materials technology. Additional information on suppliers and manufacturers is featured on the Materials and Products Collection resource on Delicious.com which provides links to a wide range of manufacturer and supplier resources:
www.delicious.com/artslondonmaterials

Samples are grouped and displayed by medium e.g. metal, wood, plastic, paper, foam, textiles, glass and may be handled by users. Each includes the name of the material and the manufacturer's contact details. Samples are updated on an ongoing basis; older items are removed rather than archived, to maintain an emphasis on the new and innovative. Such collections are increasingly rare in HE institutions, adding to their value as resources for research and practice.

8.10   Electronic Resources

The role of electronic information is increasingly important within the academic environment, and some publications are now available only in electronic format. In addition to assessing content, following the same criteria as for printed and other materials (see section 7), the selection of e-resources includes also the assessment of issues related to the pricing structure and licence regulations, technical considerations including accessibility both within and outside the Libraries, user friendliness of the interface and interoperability factors, and archival and long-term access arrangements. A set of criteria for the selection of electronic resources, which includes consideration of access, licensing and support issues, is at **Appendix H**.

The Library Services web page (http://www.arts.ac.uk/library/) acts as a quality-assured gateway to a range of electronic information. The e-Library provides access to a number of subscription-based databases, both specialist and general. These function as essential finding tools for users to source journal articles and other key publications. Many of these services are full-text services. Library Services regularly purchases e-books and e-journals and delivers them via the e-Library and Library Catalogue (OPAC). A Patron-Driven Acquisition trial for e-books took place in Spring 2013 and the results of this will inform future practice in this area.

The delivery of learning resources and course materials via the Virtual Learning Environment (VLE) is developing rapidly within the sector as part of the e-learning agenda, as is the use of Web 2.0 technologies. Blogs, wikis and podcasts are examples of some of the Web 2.0 features that are being used as learning tools. Library Services also has its own blog, and social media are used to communicate with users, both by individual Libraries and the service as a whole.

8.11   Special Collections and Archives

These collections, some of national and international importance, form an important part of the University's research infrastructure and also support teaching and learning in the Colleges. They have wide subject coverage, reflecting the histories and current profiles of the six Colleges and that of the University. Collections are housed both in the individual

colleges and within the UAL Archives and Special Collections Centre. The main formats included in special collections and archives across Library Services are:

Archives
Artifacts
Artists' books
Artists' multiples
Audio-visual materials
Digital materials
Ephemera
Illustrated books
Materials and products
Periodicals
Photographs
Printed books
Prints
Posters
Textiles
Trade and technical literature
Zines

Collections maintained by Library Services staff include material on African-Caribbean, Asian and African Art in Britain, Book Art, Concrete Poetry, Curating, Fashion, Film, Printing, Printing Education, Private Presses, Product Design, Tailoring, Typography and Women's Art. Galleries, fashion and retail companies, public bodies and other institutional archives are also held, including the historical archives of some of the colleges.

Library Services staff work closely with University staff and students and with external researchers to facilitate access to these collections, while the Archives and Special Collections Peer Support Network provides a valuable opportunity for the sharing of expertise and experience in matters related to the management of archives and special collections across UAL, whether they are managed by Library Services or by other university departments.

The Archives and Special Collections Development and Management Policy is summarized below, in Appendix M.

8.12   UAL Research Online
UAL Research Online (http://ualresearchonline.arts.ac.uk/) is the University's repository for its scholarly research. Its primary aim is to collect, preserve, and provide open access to the research outputs produced by the University. Material in the repository is free to view, browse and download, by anyone with an internet connection, anywhere in the world. It holds items in many formats, from still and moving images, to audio recordings, websites and texts, and includes the outputs of practice-based as well as traditional research. Research-active staff of the University are able to deposit material according to criteria endorsed by the University Research Standards and Development Committee; student work is limited to accepted PhD theses. UAL Research Online services the University's submission to the Research Excellence Framework, provides scholars with the ability to fulfil the Open Access requirements of their funding bodies, and showcases the wealth of our research to a world-wide audience. It is managed by Library Services in close collaboration with research management and administration staff.

8.13   Research Data
A repository for research data is in development in 2013; the Research Data Management Policy for UAL was developed through the JISC-funded KAPTUR project, with support from the Digital Curation Centre, and is available here: http://www.arts.ac.uk/research/data-management

9   Donations
Library Services considers the offer of donations according to their potential to enhance existing collections. They are assessed following the same criteria as purchases (see section 7, above) and in addition the following criteria will have a bearing on the decision to accept or decline the offer of the donation:

- Physical condition
- Duplication of existing stock
- Processing costs in relation to the content value of the donation
- Ongoing maintenance cost in terms of preservation and conservation
- Terms of the gift/donation

Library Services reserves the right to decide which donated items are added to stock, how long items will be retained and how they are disposed of. This is made clear to any potential donors, and donations must be approved by a Library Services senior manager before being accepted, having taken account of likely demands on resources and accommodation. If a donor wishes to specify conditions for access, location, treatment or retention then approval must also be sought from the relevant Learning Resources Manager before acceptance. An assessment form (**Appendix J**) is used to gauge the relevance and financial implications of the acceptance of proposed donations. Legal title needs to be established as necessary. Donations, other than informal gifts, are acknowledged in writing and in some cases bookplates are put in the items to acknowledge their origins. Rare and expensive items will be given appropriate accommodation and in some cases form separate special collections (see Section 8.11, Special Collections and Archives).

The Department of Development and Alumni Relations (DAR) provides information and guidance on the University's fundraising policies and procedures, and has made available material on these policies and principles of practice on a secure digital site. This is intended for all UAL staff who work with DAR, and engage with University donors, prospects and alumni.

On receipt of an offer of a gift to the collections DAR should be informed, and they can then support and advise on the relationship with the potential donor. DAR maintains records of these relationships on the Raiser's Edge database, which provides useful context for decisions about the gift and acts as a communication tool.

10 Access
Library Services facilities and services are available to all staff and students of UAL, with reference access for external users by arrangement. Alumni can register for reference access to the Libraries. Library Services is a member of various access schemes that entitle external visitors to use its library collections and that also enable university staff and students to use other libraries. The online public access catalogue (OPAC) provides continuous access, on- and off-site, to resources held in the library collections. E-resources are freely available to UAL students and staff on- and off-campus via appropriate user authentication systems, currently Shibboleth.

Opening hours are determined based on academic need, user demand and available resources, and are advertised locally and via the web gateway. Access to Library facilities for physically disabled users is supported and enhanced by electronic access, provision of adaptive furniture and peripherals, and assistive technology and software applications. Online social media (Twitter, Facebook) are used by the Libraries to promote and highlight aspects of their services and collections.

10.1   Storage
Most Library collections are freely accessible to users. Some items, such as those in special collections and archives, are held on closed access for reasons of security and preservation, others in off-site storage due to lack of space. These materials are available on request.

10.2   Loans
The majority of stock is available for loan; the loan period allocated to an item is determined by anticipated demand, ranging from 3 hours to 3 weeks. Students with disabilities, including dyslexia, are entitled to extended loan periods, and library staff provide appropriate assistance as far as possible to disabled users. A cross-college returns service permits items borrowed at one library to be returned at any other. Students with mobility problems are entitled to request items to be sent from other libraries, as are staff and research students.

The introduction of self-service kiosks in 2011 has allowed users to issue and return most items themselves, without the intervention of staff.

10.3   Reference Materials
Some items are available for use only within the Libraries. These include:
- Journals
- Some theses and dissertations
- Special collections and archive materials
- Reference texts and Quick Reference titles

10.4   Organisation
Collections on open access are arranged using the Dewey decimal classification system, with local adaptations reflecting the subject specialisms, physical nature and organising principles of each library. Library Services aims to review local classification practices over time, taking a cross-University approach, in a way that respects the nature of local collections while enhancing their accessibility.

10.5   Electronic Resources
Electronic resources are made as widely available, both on- and off-campus, as license arrangements allow. Most of the databases acquired by Library Services are available off-campus, and user authentication systems are used as appropriate to enable and manage this. Further development will be in line with developments in identity management and technical facilities within UAL.

Library Services also actively seeks to provide access to its holdings via relevant websites. For example, as well as being able to search the catalogue remotely via the Library Services web page, the library catalogue can be searched via the M25 Consortium of Higher Education Libraries' website. In turn, information on special collections is available via the AIM25 website at http://www.aim25.ac.uk as part of a major project to promote special collections held by higher education and research libraries in the South East and via the

national gateway site for special collections, the Archives Hub at
http://www.archiveshub.ac.uk.
UAL serial holdings are listed on the UK Serials Union Catalogue (SUNCAT)
www.suncat.ac.uk

10.6   Information Skills and Research Support
To enable effective use of library materials, the following are provided:
- Enquiry services
- Library guides in electronic and print formats
- Supporting materials and guidance on the VLE
- A continuing information skills programme of tailored inductions and training sessions.
- Access to an academic support program of additional, accessible to all students and with a focus on information and digital literacies
- Thematic sessions for groups of staff and students on key services and resources, sometimes project-based
- Provision of promotional material and activities
- Participation in and contribution to the RNUAL programme for postgraduate research students and the CLTAD programme for staff.

10.7   Exhibitions and Displays
Physical and digital displays of collections take place in most Library Services facilities, and items are lent regularly for exhibitions, both within UAL and externally. Library Services occasionally curates exhibitions based around its collections, which are often accompanied by a published catalogue.

11   Other Libraries and Information Sources
Each college library continues to develop its core collections while wider requirements (for example those of researchers) are addressed by offering access to a range of facilities, including the use of other libraries and inter-library loans. To facilitate this Library Services participates in co-operative arrangements such as the SCONUL Access Scheme. Due to licensing restrictions such access does not include online resources.

11.1   Access to Public and National Libraries
UAL's location offers students and staff many opportunities in terms of the library resources available to them in London and the surrounding area. They are entitled to join public libraries in both the area they live and where they work/study. The British Library is also available for reference. The *Other Libraries* section of the Library Services web page provides information about accessing other libraries and acts as a gateway to the web pages and catalogues of many libraries. As well as UK academic libraries this includes libraries in London, such as the National Art Library, Tate Library and the British Film Institute Library, UK public libraries and major libraries abroad such as the Library of Congress.

12   Conservation and Preservation
Processing of new material includes measures to protect new stock, including the use of security triggers and protective coverings to reduce wear and tear. Agreed processing standards are applied consistently across all Libraries. Damaged items are taken out of circulation as soon as possible. Where damage is such that it prevents effective use of an

item or is likely to lead to such deterioration, it may be repaired or replaced. The catalogue is updated with information about lost items and items awaiting replacement.

When binding materials, priority is given to heavily used and unique titles and those out of print, taking into account anticipated future use, including the importance of the item to teaching, learning and research activities, and its availability in other UAL Libraries, all within the context of available resources. Special conservation binding may be used for rare, historical or unique items. All libraries bind selected back runs of their journal holdings.

13   Retention
Continual review of library materials is necessary as a means of maintaining relevant and focused library collections. Space constraints also necessitate regular stock editing. Responsibility for retention and withdrawal of stock lies with subject librarians and Learning Resources Managers. Academic staff and technicians are consulted where appropriate. Stock Retention and Editing Guidelines **(Appendix K)** are also available on the Library web pages.

Decisions about stock editing are generally based on an analysis of current and potential demand. Items that have not been used for many years may be withdrawn unless they are considered to be of research value and/or national importance. The use of collections is monitored through a combination of standard qualitative and quantitative methods, including the analysis of circulation activity reports, user feedback and visual assessment.

Particular libraries have specific responsibility for stock retention within agreed subject areas (**Appendix A**). Items are retained in order to build up specialist collections of ongoing value to the research community and of national significance in the Arts.

The physical condition of stock is routinely monitored and damaged items removed. If the item is still of relevance to current curriculum and research needs, replacement copies or new editions will be purchased. If the item is out of print it will be sought through specialist booksellers or may be sent for rebinding. The holdings of other libraries within the University are considered when making local decisions about withdrawing stock and particular care will be taken when potentially withdrawing the last copy of a title.

Back issues of serials are retained although it is not possible, for reasons of space, to keep all titles. The decision whether to keep a back run takes into consideration whether or not the journal is covered by an abstracting or indexing service, whether it is available electronically and whether it is held elsewhere in the University or in London.

E-resources are subject to review and may be withdrawn if usage declines significantly, due for example to changes in the curriculum or to be replaced by more cost-effective alternatives. Annual audits take place, including usage statistics, to inform effective decision-making regarding renewal and cancellation of subscriptions.

RFID technology, with the help of the digital wand, enables and facilitates effective stock-checking by allowing it to be carried out in a shorter period of time; a pattern of bi-annual stocktakes has been established.

14   Disaster Planning
Library Services has a plan for business continuation and also a contract with a disaster recovery company (Document SOS), with the aim of preventing, managing and recovering from any disasters affecting its collections. Each college library has a local version of the

departmental plan, in which important collections are prioritised for rescue or salvage. In the event of a disaster, large or small, the disaster recovery company will send in salvage experts who will advise and assist in the assessment of damage and the rescue and restoration of collections. Information about the Document SOS contract is in **Appendix L**. All collections are insured.

15   Disposal

When items are withdrawn from stock they are disposed of in accordance with the Library Services Stock Retention and Editing Guidelines (**Appendix K**).

The ARLIS/UK *Guidelines on stock disposal* produced by ARLIS/UK & Ireland produced in 2000 continues to act as a useful aide-memoire.

16   Document Version Record

This document was endorsed by Library Services Senior Management Team on 18th March 2009

This document was revised and updated on 8th August 2013.

Appendix A: Subject specialisms and stock retention responsibilities of the University of the Arts London Libraries

Subject responsibilities indicated by a ✓
Stock retention responsibilities indicated in yellow

Subject	Camberwell	CSM	Chelsea	LCC	LCF	Wimbledon
Animation		✓		✓		
Architecture		✓	✓	✓		✓
Art 1850-		✓	✓			
Art 1900-	✓			✓		
Art						
Artists' books			✓			
Artists' writings						✓
Art theory			✓			✓
Beauty therapy					✓	
Book arts	✓			✓		
Broadcasting					✓	
Ceramics	✓	✓				
Clothing manufacture & technology					✓	
Computer game design				✓		
Conservation	✓					
Cosmetic science					✓	
Costume design						✓
Costume history		✓			✓	✓
Costume theory					✓	✓
Crafts	✓					
Cultural studies		✓		✓	✓	
Curating		✓	✓			✓
Design history		✓	✓			
Digital arts	✓			✓		
Drawing						✓
Fashion design		✓			✓	
Fashion journalism					✓	
Fashion management					✓	
Fashion photography					✓	
Footwear & acc					✓	
Film		✓		✓		
Flower design				✓		
Furniture		✓				

Subject	Camberwell	CSM	Chelsea	LCC	LCF	Wimbledon
Graphic Design	✓	✓	✓	✓		
Hair & makeup					✓	
Illustration	✓	✓		✓		
Interactive media				✓		
Interior design			✓			
Jewellery		✓			✓	✓
Journalism				✓		
Marketing		✓		✓	✓	
Multiple art			✓			
Painting						✓
Performing arts		✓			✓	
Photography	✓	✓		✓		✓
Photojournalism				✓		
Printing				✓		
Printmaking	✓					
Product design	✓	✓				
Public art			✓			
Publishing				✓		
Retail				✓		
Screenwriting				✓		
Sound arts				✓		✓
Spatial design			✓			
Surface design				✓		
Tailoring					✓	
Textiles		✓	✓		✓	
Theatre design		✓				✓
Theatre lighting		✓				✓
Travel & tourism				✓		
Typography		✓		✓		
Visual merchandising				✓		

Appendix B: Criteria for the identification of Collections of Potential National Importance

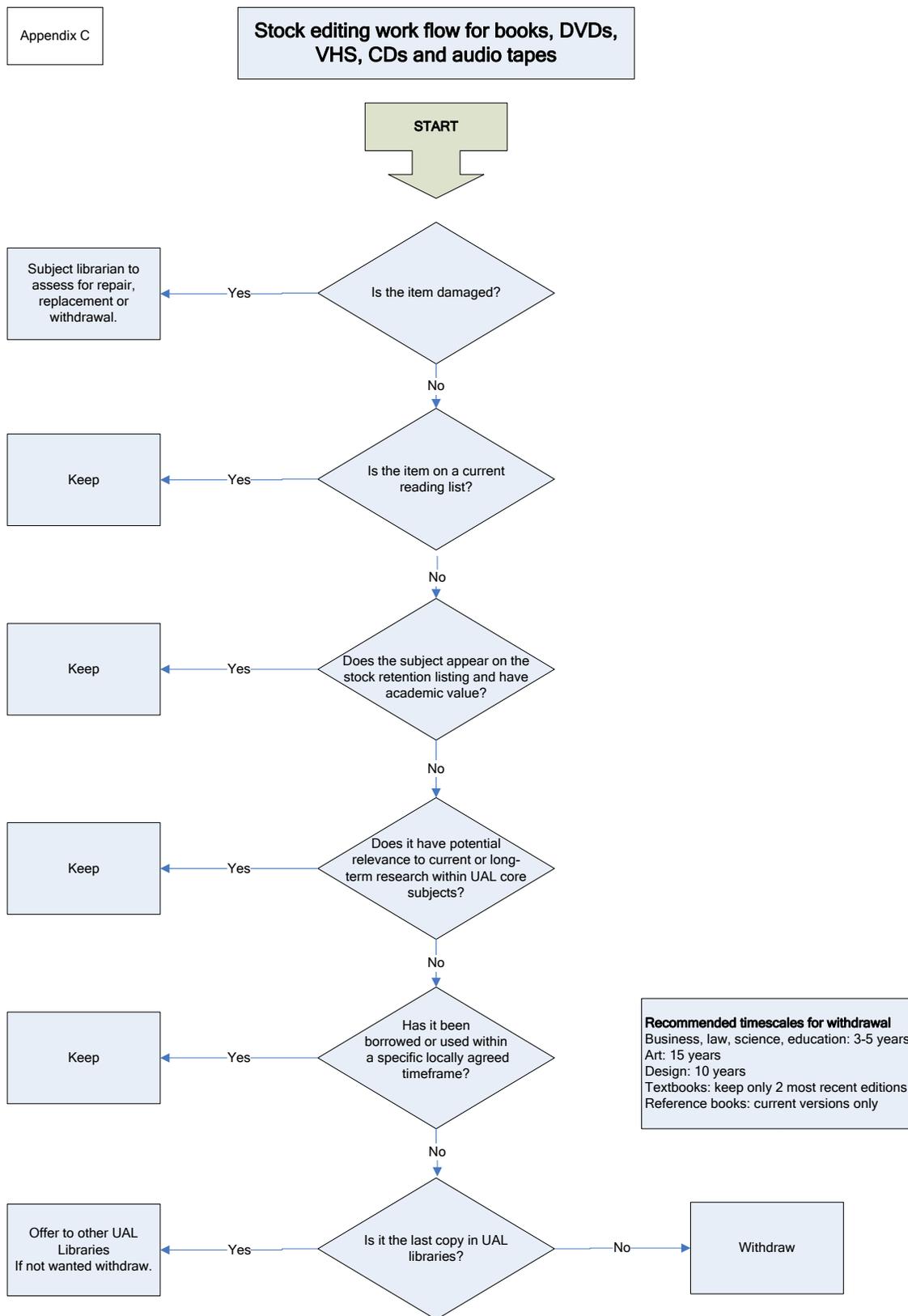**Criteria to consider in identifying library collections of national importance and research value in UAL**

National importance:

- Size of the collection: quantity of items, breadth and depth of coverage
- History of the collection (when and how established, age etc.)
- Uniqueness or rarity of items in the collection.
- Location and accessibility
- Exhaustiveness i.e. does it include most significant works in a defined and recognised subject area? This applies both to closed collections and to those being added to on an ongoing basis.
- Does it include specialised collections within the subject area, e.g. a particular focus on an aspect of the subject?
- Can it be considered as a bibliography of the subject?
- Is it recognised both internally and externally as a significant collection?
- Is it the only University collection of its kind, or is it partially duplicated at other institutions? It may be that we cover particular aspects of a subject area while another Library, e.g. NAL, Tate or elsewhere, cover others.
- Has any funding been made available from national bodies to support/develop the collection?

Research value:

- Includes major published (and in some cases unpublished) source materials in the subject which would support independent research
- Includes important reference works (or access to them) in the subject
- Includes specialised monographs in the subject
- Includes extensive collections of journals in the subject
- Older material is retained, enabling historical research in the subject and of the subject as a discipline
- Includes indexing and abstracting services (or access to them) in the subject.
- Provides the majority of resources needed for a researcher to complete a paper or dissertation in the subject.

Appendix C: Stock editing workflow (books)

Appendix C

Stock editing work flow for books, DVDs, VHS, CDs and audio tapes

START

Subject librarian to assess for repair, replacement or withdrawal. ← Yes — **Is the item damaged?**

No ↓

Keep ← Yes — **Is the item on a current reading list?**

No ↓

Keep ← Yes — **Does the subject appear on the stock retention listing and have academic value?**

No ↓

Keep ← Yes — **Does it have potential relevance to current or long-term research within UAL core subjects?**

No ↓

Keep ← Yes — **Has it been borrowed or used within a specific locally agreed timeframe?**

Recommended timescales for withdrawal
Business, law, science, education: 3-5 years
Art: 15 years
Design: 10 years
Textbooks: keep only 2 most recent editions
Reference books: current versions only

No ↓

Offer to other UAL Libraries If not wanted withdraw. ← Yes — **Is it the last copy in UAL libraries?** — No → Withdraw

Appendix D: Serials Collection Development and Management Policy

1. **Introduction**
   The Serials Collection Development and Management Policy supplements the full UAL Collection Development and Management Policy.

2. **Resources**

   Print and e-journals
   An annual topsliced budget is devolved to the Subscriptions and Licensing Librarian by the Learning Resources Manager for Resources and Systems, who manages budgeting and the acquisitions process. Some packages are funded from the E-resources top slice.

3. **Collections**

   Print and e-journals
   Serial publications include journals, newsletters, bulletins and newspapers. Any or all of these may be available in printed and/or electronic format.
   Some print titles are accompanied by CD-ROMs and others are available as DVDs.

4. **Responsibilities**

   Print and e-journals
   Nominated staff at each college are responsible for selecting content in response to academic and teaching and learning needs. Subscriptions are managed by the Subscriptions & Licensing Librarian, in consultation with these staff.

   e-journals
   Acquisition and management of e-journals takes place via collaboration between Library staff and the Subscriptions & Licensing Librarian

   The Library Services Serials Collection Development and Management Group has as its remit planning and policy in the area of journal subscriptions, both printed and electronic, in consultation with Library staff.

5. **Selection and Format**

   Stock selection decisions for both print and e-journals are based on the criteria for content outlined in the Collection Development and Management Policy. In addition to these, the following factors are considered in relation to format:

   Print journals
   - For specific uses print format may be preferred over electronic.
   - A certain amount of print duplication will be necessary at UAL owing to the nature of the 6 colleges and the shared nature of their subject coverage.
   - Currently most titles are not available as e-copies, and it is possible that certain journals never will be.
   - To ensure continuity of supply most subscriptions are received via a subscriptions agent**.**
   - Independent specialist suppliers and newsagents are also used as appropriate, e.g. for daily newspapers.

e-journals
- o Pricing structure
- o Licence regulations
- o Technical considerations, including accessibility both within and outside Library Services
- o User friendliness of the interface
- o Interoperability factors
- o Existing subscriptions (whether print or electronic)
- o Cost (e.g. e-journals are subject to VAT)
- o Archival and long-term access arrangements.
- o Potential to reduce duplication of printed journals, and consequently release physical space in libraries.
- o Sustainability
- o Wider access to students at all colleges and remotely (excluding alumni, SCONUL users).
- o Value for money
- o E-journals are ordered and activated by the Subscriptions & Licensing Librarian in consultation with the Serials Collection Management Group.

Decisions about the format of proposed new subscriptions are made using the flow chart in Appendix E.

6. Access

Printed journals:
Currently an imported record or a basic template is created at the order stage. This record is updated when the first issue arrives. The entry on the catalogue includes location, last issue received and extent of holdings including gaps. The supplier is alerted to any missing issues. The Library Services Cataloguing Wiki provides guidance on best practice in cataloguing.

Readers have access to print holdings at all UAL Libraries; as far as possible, we aim to provide access to materials on demand, taking into account the nature of materials and the way they are used. Print copies are located at the Library that has purchased them.

E-journals
The Subscriptions & Licensing Librarian ensures activation of these.

Readers have access to e-resources on site or remotely via Shibboleth or other authentication system as applicable. Exceptionally, single licence e-journals are accessible at the Library that has purchased them.

Access to electronic resources is not permitted to external users due to the conditions under which licences are held.

7. Preservation

Print journals
Print copies are by their very nature vulnerable to wear and damage; they are placed in pamphlet boxes or box files for protection. A small number are bound each year

for longer term preservation. Old and/or rare journals may need conservation rather than rebinding. The existence of an equivalent electronic version is taken into account when deciding whether to bind printed journal issues.

e-journals
Continued access to e-journals is dependent on a number of factors related to their format, including technological requirements in the environment of both the supplier and the user, the continuing viability of suppliers and long-term access arrangements. Schemes such as the LOCKSS project or Portico may be of value here.

8. **Retention**
Decisions regarding the retention of serials are made with the intention to ensure continuing support for teaching and research within the University. The Library Services Stock Editing and Retention Guidelines in Appendix K are used to inform such decisions, and individual libraries have specific responsibility for stock retention within agreed subject areas, as identified in the full Collection Development and Management Policy.

The availability of a journal in electronic format is taken into account when deciding on the disposal of printed journals. Access to an e-journal is sustainable as long as the criteria identified above, under Selection and Format, are fulfilled.
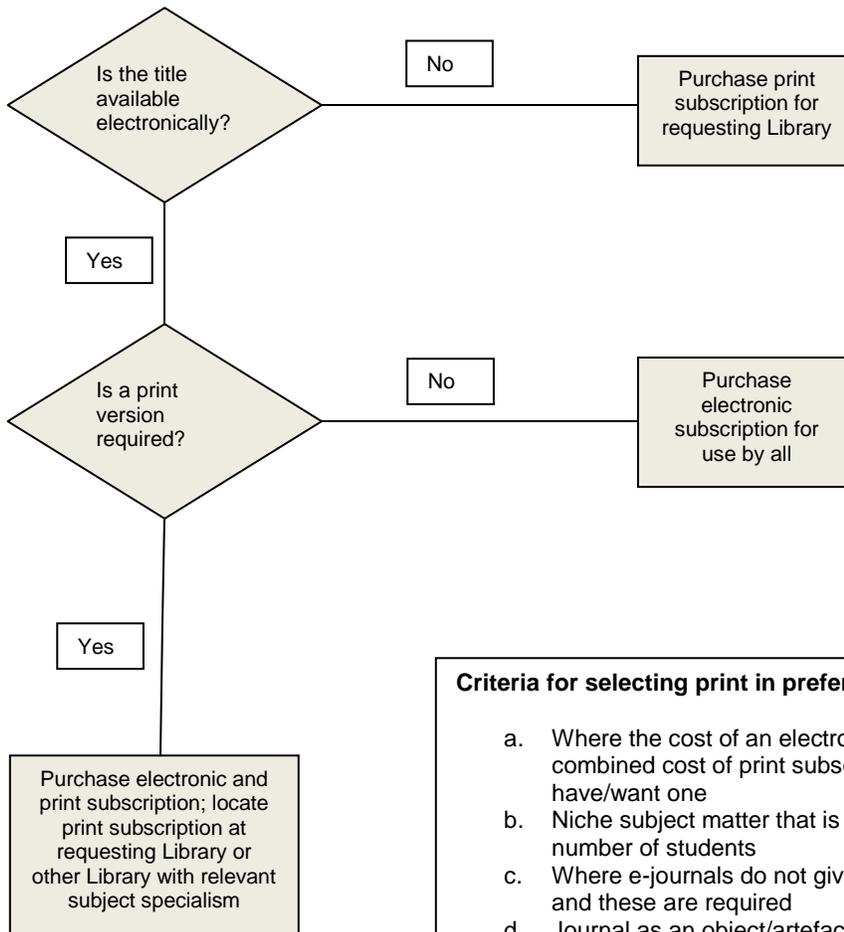
9. **Disposal**
In terms of content, the same criteria are applied to all formats when considering disposal.

Appendix E: Stock editing workflow (Serials)

To be used when the decision has been reached to subscribe to a title

NB: For the purposes of purchase, activation and access, UAL is a single institution

Is the title available electronically?

No → Purchase print subscription for requesting Library

Yes ↓

Is a print version required?

No → Purchase electronic subscription for use by all

Yes ↓

Purchase electronic and print subscription; locate print subscription at requesting Library or other Library with relevant subject specialism

Criteria for selecting print in preference to electronic:

a. Where the cost of an electronic subscription is greater than the combined cost of print subscriptions in the Libraries that currently have/want one
b. Niche subject matter that is only likely to be used by a limited number of students
c. Where e-journals do not give access to the most current issues and these are required
d. Journal as an object/artefact e.g. *Werk, Crème*
e. Journals with tactile contents that are central to their use
f. Journals where the quality of the illustrations is central to their use e.g. fashion, textiles, interiors, architecture, photography
g. Trade magazines consulted for jobs pages
h. Newspapers where preferred for browsing

Appendix F: Audio Visual Collection Development and Management Policy

1. Introduction

The Audio Visual Collection Development Policy supplements the full UAL Collection Development and Management Policy. The term Audio Visual refers to library items with both a sound and visual element. For the purposes of this policy, it will primarily refer to material held on VHS and DVD.

The policy primarily seeks to address issues of selection, access to and preservation of the content of such material held in UAL libraries, as affected or determined by format. It will also address issues regarding retention and disposal specific to VHS and DVD materials.

2. Resourcing

Commercial material
An annual budget is allocated by the Learning Resources Manager at each college. Funds are allocated for the purchase of commercial Audio Visual material, either as a separate AV fund or are bought from the relevant subject book budget. This is managed locally by the relevant Library staff.

Off-air recordings
Television programmes may be recorded onto DVD from free to air broadcasts. This is in accordance with the UAL Education Recording Agency (ERA) license. Further details here: http://www.era.org.uk

Library Services subscribes to the *Box of Broadcasts* service provided by the BUFVC; this gives access on demand to a wide range of streamed off-air recordings and reduces considerably the amount of off-air recordings needing to be made in the Libraries.

Open University (OU) programmes may be recorded in accordance with the Open University Licensed Off-Air Recording Scheme. Further details here: http://www.ouw.co.uk/info/record.shtm

Both the ERA and OU license, and the BUFVC institutional membership are paid for centrally and are managed in liaison with College library staff.

Requests for off air recordings are managed by staff at each College.

In house recordings
AV material that has been recorded by UAL, and work by staff and students, may also be donated to the library.

3. Collections
The subject content of the Audio Visual collections across UAL libraries reflects the collecting criteria as outlined in the Collection Development and Management Policy, supporting the subjects taught at each College.

Some College libraries hold unique or rare collections, such as footage of student degree shows, collections of early video art, and recordings of symposia. It should

be noted that it can be difficult to identify the rarity of AV material held in UAL libraries, and there may be other examples.

4. Selection and format

Stock selection decisions for AV material are based on the criteria for content outlined in the Collection Development and Management Policy. In addition to these, the following factors are considered in relation to format.

- Commercially available items are purchased on DVD where possible.

- In addition to the *Box of Broadcasts* service a small number of off-air recordings continue to be made, directly onto DVD or recorded onto a hard drive and copied to DVD. DVD –R or DVD +R discs are the preferred formats as they are read only (and therefore cannot be re recorded) and can be viewed like a DVD-ROM.

- When requesting from the BUFVC, again DVD format is preferred. The College off air representative should ensure that the programme has not been recorded at another College, or that a BUFVC request has not been placed by another College. If this is the case, a copy can be made in house under the terms of the ERA license.

5. Access

Access to AV items is managed at each College in accordance with the Collection Development and Management Policy. In addition to this, the following issues are considered in relation to format:

- Each college library ensures that the machinery to play AV items is maintained and meets demand from users. Where appropriate, this is done in liaison with College AV support to ensure consistency of service.

- Where possible commercially bought videos are replaced with DVDs, and video off air recordings are converted to DVD to ensure that they are accessible to a larger user group. This is done in response to user demand, where resources permit.

- Librarians responsible for a/v materials will use the AV CDMP to monitor best practice and decide on any future changes to format as this relates to access.

6. Preservation

Like all physical library material, AV items are by their very nature vulnerable to wear and damage. Migration of material to new media (e.g. acquisition of material held on VHS which is commercially available in DVD format) is a remedial solution. Preservation efforts will concentrate on the migration of content from analogue to digital formats, while the ongoing obsolescence of equipment and format are also factors to be considered.

7. Retention

Decisions regarding the retention of AV material are made to ensure continuing support for teaching, learning and research within the University. The Library Services Stock Editing and Retention guidelines are used to inform such decisions.

In addition to this the format of an AV item is taken into consideration. Decisions about the retention and disposal of AV material are made with reference to the flow chart in Appendix G.
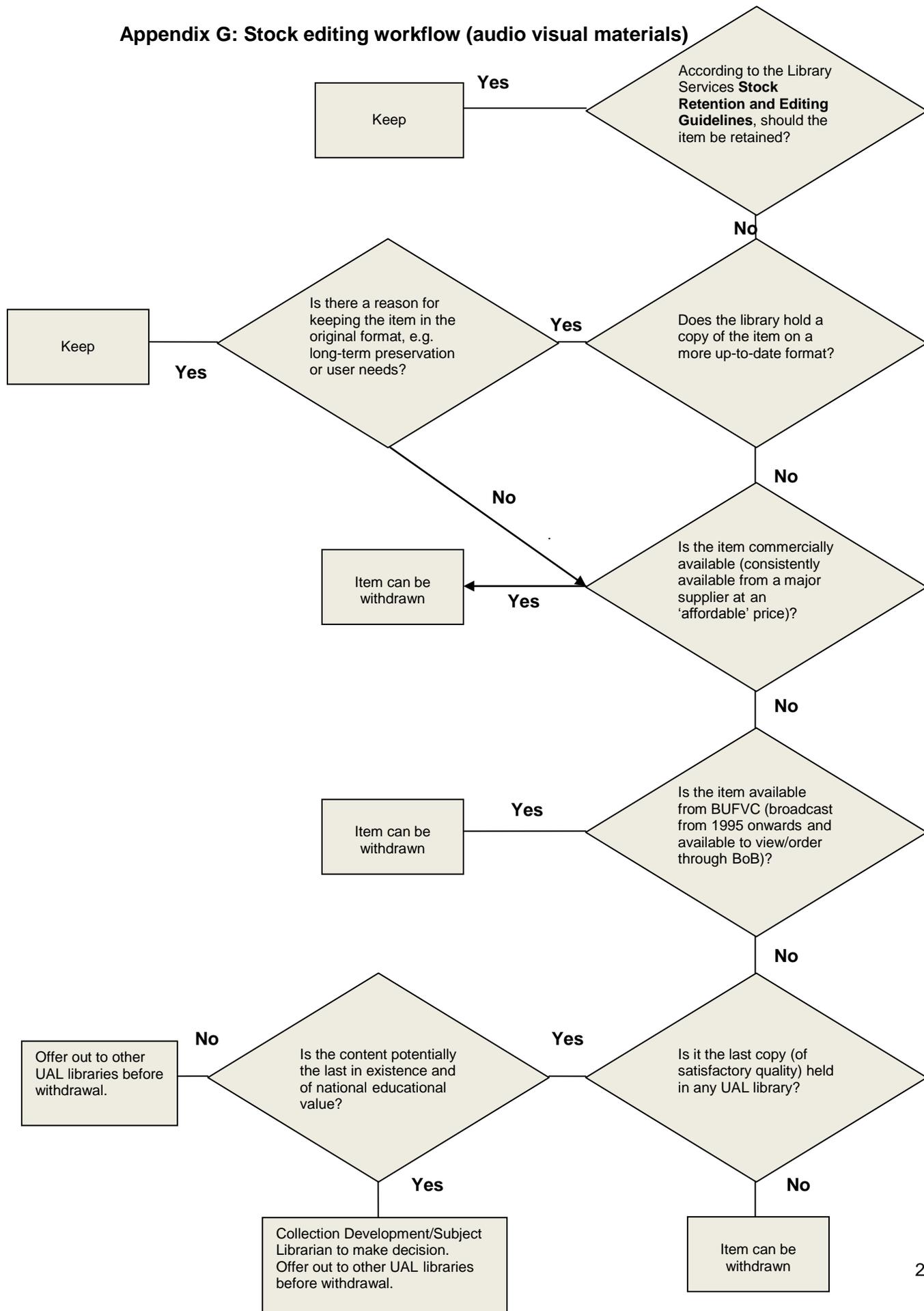
8. Disposal

In terms of content, the same criteria are applied to all formats when considering disposal. When items are withdrawn from stock they are disposed of in accordance with the Library Services Stock Retention and Editing Guidelines (Appendix K of the full CDMP).

The BUFVC Union Catalogue of VHS holdings at http://beta.bufvc.ac.uk/new/unioncat/ contains records contributed by participating institutions, including UAL. This should be consulted when considering disposal of VHS recordings; if UAL holds the only copy we are advised to retain it. BUFVC should be informed of titles that are about to be withdrawn, have been withdrawn or are lost so that the catalogue can be updated; contact Olwen Terris olwen@bufvc.ac.uk

Withdrawn off-air recordings must be destroyed in accordance with the ERA and OU license. Any withdrawn OU Off-Air recordings must be recorded on the annual OU off air log sheet in liaison with UAL's contact for OU recordings (Sheila Suso-Runge).

Environmental issues and recycling of DVD and VHS materials present specific issues. The University advises that magnetic media should be disposed of responsibly, using a specialist company and in accordance with FACT guidelines.

Appendix G: Stock editing workflow (audio visual materials)

According to the Library Services **Stock Retention and Editing Guidelines**, should the item be retained?

Yes → Keep

No ↓

Does the library hold a copy of the item on a more up-to-date format?

Yes ← Is there a reason for keeping the item in the original format, e.g. long-term preservation or user needs?

Yes → Keep

No (from "Is there a reason...") → Item can be withdrawn

No ↓ (from "Does the library hold a copy...")

Is the item commercially available (consistently available from a major supplier at an 'affordable' price)?

Yes → Item can be withdrawn

No ↓

Is the item available from BUFVC (broadcast from 1995 onwards and available to view/order through BoB)?

Yes → Item can be withdrawn

No ↓

Is it the last copy (of satisfactory quality) held in any UAL library?

Yes ← Is the content potentially the last in existence and of national educational value?

No → Offer out to other UAL libraries before withdrawal.

Yes ↓ (from "Is the content potentially the last in existence...")

Collection Development/Subject Librarian to make decision. Offer out to other UAL libraries before withdrawal.

No ↓ (from "Is it the last copy...")

Item can be withdrawn

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Appendix H: Criteria for the selection of electronic resources

Dataset Title:	
Publisher:	
Description:	
Cost (excluding VAT):	
Core resource for:	
Shibboleth compliance / Authentication method	
Origin (suggestion, consultation):	
Recommended for purchase / renewal:	
Trial feedback from:	
Completed by:	
Date:	
Summary (including value for money assessment based on price/no. of users/coverage/similar resources etc.	

Fitness for purpose	
Is the purchase within the aims of the Collection Development and Management Policy: which priority?	
What specific group or groups of users will benefit from the acquisition of this dataset, in individual Colleges, or across the University? Note: HE/FE?	
Is there any known demand? If so, what?	
How does the resource improve the Library Services information base?	
Is the resource in a subject area where we have few e-resources?	

Budget	
Does it represent good value for money?	
What is the charging model?	
Is it a one off purchase? If so are there ongoing access costs? If it's a recurrent purchase – what is the length of commitment?	
Is a consortium deal available (JISC, CHEST etc.)?	

Content	
Does it duplicate, or complement, an existing resource – print or electronic?	
Will it allow a potential cost or space saving (e.g. through cancellation of a print subscription, or other print sources, or another dataset)?	
Are there similar products – have they been evaluated: can they be evaluated simultaneously?	
Is a list of constituent titles available e.g. publications indexed?	
Is the resource subject to publishers embargoes?	
Is the resource full text/Abstract/ Index only/combination of these?	
How frequently is information updated/when does it start from?	
Does the content have a country bias?	
Does the product have any special language features?	
Is the product available on a different platform or through a different aggregator? If so has this been evaluated?	
Is the resource indexed in Summon?	

Licence	
Is license chest/JISC/non-standard?	
What are the specific exclusions to access? (Check categories)	
What are the specific exclusions to use? (Check categories)	
Is archival access possible?	
Can information be retained after cancellation?	
Is the cancellation period/terms standard?	

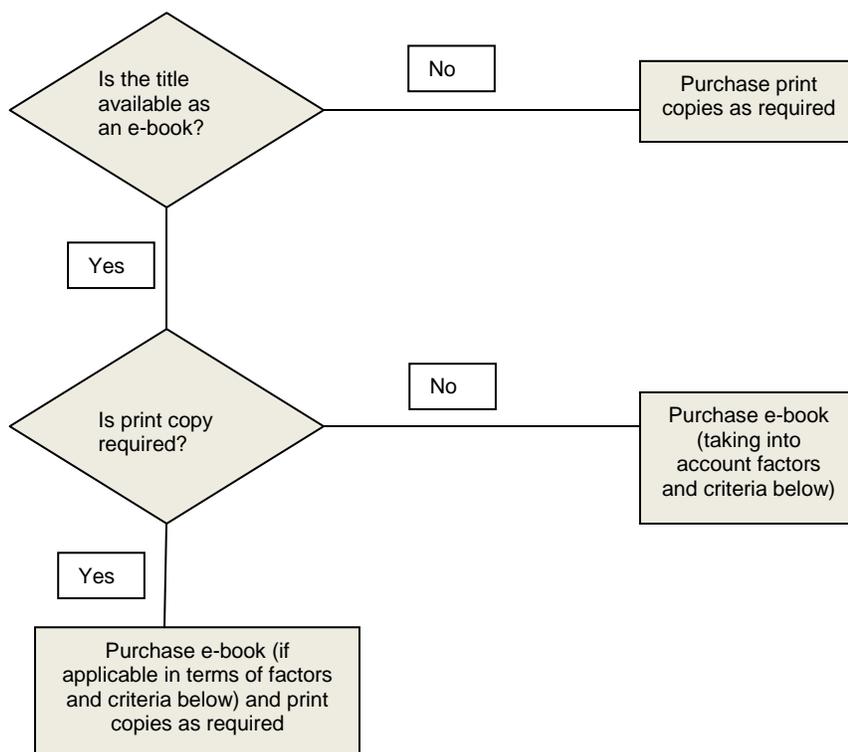| **Design and Access**	
Is access unlimited? If not, how many simultaneous users?	
Can we deliver the product satisfactorily to our uses? ie do we have the staff, skills, hardware and software?	
Is it available via mobile devices?	
Is it compatible with all major browsers?	
Is it compatible with all major operating systems?	
Is it available both on- and off-campus?	
Is it Shibboleth compliant? If not, is off-campus access possible?	
How is on-campus access managed? (IP range, access account, password)	
Is it open URL compliant?	
Does the resource comply with accessibility standards (e.g. WCAG 2.0 or Section 508c of the Rehabilitation Act)?	
Any specific features, positive or negative, to consider?	

Support	
What service does the supplier provide for technical	

support, training and promotion?	
How effective is the online help?	
Are statistics of use available? Is the supplier Counter compliant?	
Is the supplier a member of JUSP?	
Does the resource have a well-designed search facility? (i.e. powerful, user-friendly, choice of search criteria etc)	
Does the resource have its own administrative interface?	

Appendix I: Stock acquisition workflow (books)

To be used when the decision has been reached to purchase a book title

NB: For the purposes of purchase, activation and access, UAL is a single institution

Is the title available as an e-book? — No → Purchase print copies as required

Yes ↓

Is print copy required? — No → Purchase e-book (taking into account factors and criteria below)

Yes ↓

Purchase e-book (if applicable in terms of factors and criteria below) and print copies as required

---

Factors to consider when purchasing e-books:

a. Reading list titles should be bought in both print and e-book form, where available
b. Platform and cost e.g. outright purchase or credits, ease of access
c. Likely demand and levels of usage
d. Is the informational content more important than the format?
e. Is the title of particular use to those likely to want to access it off-campus, e.g. part-time, Research students and staff?

Criteria to consider in selecting printed books in preference to e-books:

i. Where the cost of an e-book is not justified by the likely or anticipated levels of usage
j. Title covers niche subject matter that is only likely to be used by a limited number of readers
k. Book as a physical object/artefact is as or more important than its content e.g. artists' books
l. Books with tactile contents that are central to their use
m. Titles in which the quality of the illustrations is central to their use e.g. fashion, textiles, interiors, architecture, photography

Appendix J

University of The Arts London,

Library Services – College/Location:

Donation Assessment Form

Name of Donor & Contact Details
1. Broad subject area?
2. Format?
Books   ……. **Periodicals …….** **DVDs   …….** **Videos   …….** **Other   …….**
3. Approximate size (no. of volumes/boxes/shelves)
4. Date of material – suitable as addition to collections?
5. General condition of the material?

6. Duplication of stock?
7. Conditions of the donation? **Must the collection be accepted in its entirety or can we select?** ………. **Can it be split up and go to other colleges/sites?** ………. **Can we dispose of material if necessary?** ……….
8. Where is the material located? Is the donor able to provide any assistance with transporting it to Library Services? / Estimated cost of transport?

9. Processing costs in relation to content value. Please consider:
   selection, cataloguing, processing
   staff time + material costs
 	
   approx. how much per book? ………………….

Please note: Library Services and the University of the Arts London can only proceed with the acceptance of a donation once legal title and copyright investigations, where necessary, have been completed to our satisfaction.
Donor name: **Donor signature:**   **Date:** **Learning Resources Manager name:** **Learning Resources Manager signature:**   **Date:**

Appendix K: Stock Retention and Editing Guidelines

These guidelines are intended to complement the Collection Development and Management Policy, in particular section 13 on Retention. Advisory rather than prescriptive, they are designed to help staff in its practical implementation. Space constraints will equally affect decisions about stock editing but Library Services will endeavour to keep relevant materials. The guidelines refer to stock that is generally on open access, and not Special Collection materials; these need to be addressed separately when disposal is under consideration. Staff are also advised to consult the CILIP guidelines on stock disposal as appropriate.

Scope
There are three workflow charts, covering books (**Appendix C**), audio-visual materials (**Appendix G**) and serials (**Appendix E**). Decisions on materials and products collections, special collections and artists' books are made by staff working closely with these collections.

Responsibility for stock retention and editing
This lies with Librarians and Learning Resources Managers, taking into account the needs of academic staff and students; academic departments should be consulted where appropriate. Learning Resources Managers are responsible for communicating any major changes to collections (in size, scope, location etc.) to the Assistant Director Academic Services, so that an overview across Library Services can be maintained.

General collections to support teaching
A list of subject specialisms represented within individual UAL Libraries can be found as **Appendix A**. These are the collections that support taught courses. Continual review of materials is necessary as a means of maintaining relevant and focused library collections. The decision to edit or retain will be based on current and potential demand. These areas will be reviewed annually at the end of the academic year in line with changes in curriculum at the University.

Subject Retention responsibility within UAL
Particular libraries have specific responsibility for stock retention within agreed subject areas (**Appendix A**). Items are retained to build up specialist collections of value to research, both within UAL and the wider academic community. These items should also be identified in terms of their contribution to the national importance of the library collections and their likely ongoing research value (see Appendix B for guidance).

Disposal
Withdrawn items are offered initially to the UAL library with the most relevant retention responsibility (**Appendix A**) and then other libraries within UAL. After that, the method of disposal will depend on the condition and likely financial value of the items as considered individually. The main means of disposal are:
- Offer to other Libraries in the art and design sector, e.g. via ARLIS
- Donate to book charities, such as BetterWorldBooks
- Dispose of to UAL staff/students
- Sell to book dealers
- Recycle

Appendix L: Disaster recovery information

DOCUMENT SOS, 24hr emergency response 0785 034 5154
UAL membership number: E 492

Document SOS Ltd., 34 Abbey Business Centre, Ingate Place, London, SW8 3NS
Tel: 020 7233 6006; Fax: 020 7627 2233; Email: help@documentSOS.com

Sites covered by Library Services' contract with Document SOS:

Karen Carden
Learning Resources Manager (Resources & Systems)
London College of Communication
Elephant & Castle
London, SE1 6SB

Tel: 020 7514 9344
Email: k.carden@arts.ac.uk

Tania Olsson
Learning Resources Manager
London College of Communication
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Tel: 020 7514 6777
 Email: t.olsson@arts.ac.uk

Sarah Mahurter
Manager, University Archives and Special Collections Centre
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Judy Lindsay
Museum and Study Collection
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Appendix M: Archives and Special Collections Development and Management Policy Executive Summary Paper

1. **Background**

The Policy complements the Library Services Collection Development and Management Policy that was approved by Academic Board in 2009. It acts as a set of guiding principles and primer to inform decision-making in terms of collection development and management for archives and special collections, which are managed by Library Services. As such, it is not a fixed document but more a framework for discussion and interpretation and Colleges are invited to consider whether it would be helpful to their management of archives and special collections, to adopt all or part of the Policy at local level.

The full policy is available on request from Sarah Mahurter, Manager, University Archives and Special Collections Centre, s.mahurter@arts.ac.uk

2. **Executive Summary of the Archives and Special Collections Development and Management Policy**

This policy has been drawn up in the context of and with consideration of specific UAL strategies and the general strategic direction of the University. As such future acquisitions of archives and special collections will support the University's role as a world-leading University for teaching and research in the fields of arts, design and communication, in ways which will develop, build on and extend current collection strengths.

The central concept that defines a special collection or archive is that it is treated differently from the mainstream collections that support teaching, learning and research held by the institution, in terms of access, preservation, cataloguing and curation. Working on these collections draws on the range of professional skills offered by librarians, archivists, museum and gallery curators and conservators.

Selection criteria for acquisitions/donations: We use a range of criteria in selecting materials; these are:
- to underpin research activity and inform teaching and learning practice in response to College and University need
- to inform and inspire current and future developments within arts, design and communication, education and practice
- to collect the work of current students, staff and alumni to articulate the development of education in the arts, design and communication practices
- to celebrate the rich and varied histories of the colleges that make up the University of the Arts London from their inception to the present day
- to provide a key resource for researchers of endangered creative practices in the arts, design and communication

Selection procedure for significant donations: **Donations which are substantial and resource intensive require assessment according to an agreed procedure, prior to acceptance. A set of guidelines for staff considering an archive or special acquisition is available on request. In some cases approval to acquire such collections may be referred to Executive Board for endorsement.**

Funding: Items acquired for special collections within the libraries are purchased using funds from the local college Library Services learning materials budget. Conservation materials for these collections are funded from local Library Services consumables budget. In exceptional cases the College or University may decide to finance the acquisition and care of a particular collection through special funding. External fundraising is sought to supplement internal funding.

Access: Use of the archives and special collections is encouraged for learning, teaching and research purposes. In some cases appointments are necessary whilst in other cases the collections are available on a walk-in access basis. Many of the collections themselves are held on closed access in specified areas of the libraries. They may be made available for loan to students or staff, on a case-by-case basis, under specific terms and conditions that will ensure their security and preservation.

Promotion: Library and archive, alongside teaching, learning and research staff ensure that the archives and special collections are effectively promoted through inductions and information skills programmes and enquiry services, and through publications, lectures and exhibitions. A programme of digitisation is in place to disseminate information both internally and externally. Further details of collections can be found at
http://www.arts.ac.uk/library/archives-collections/archivesspecialcollectionscentre/

Several digital examples of UAL collections are hosted by VADS at www.vads.ac.uk

Retention: It is assumed that all archives and special collections will be permanently retained. Where collections are appraised and disposal is recommended, the disposal guidelines in the Policy should be followed.

Disposal: We review our collections according to defined criteria and dispose of items as appropriate, ensuring as far as possible that they are re-used.

Appendices: These give background and further information on particular aspects of archive and special collection development and management, such as subject specialisms, selection and copyright, suppliers of conservation materials and disaster response procedures.

Appendix N: Bibliography

UAL documents:
ADS Business Plan
University Strategy
Learning and Teaching Strategy
People Strategy
Equality and Diversity Framework
Information Strategy
Student Experience Strategy
Research Strategy

External documents:
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Cambridge University Library. (2008) *Collection development policy 2008-09.* [Internet].
Cambridge: Cambridge University Library.
Available from:< http://www.lib.cam.ac.uk/CDP2008_9.pdf [Accessed 9th August 2013].

National Art Library (2004) *Collection development policy for documentary materials*
London: National Art Library. [Internet]. Available from:
<http://www.vam.ac.uk/nal/policy/index.html> [Accessed 9th August 2013].

Wimbledon School of Art Learning Resources Centre. (2006) *Library Collection Management Policy.*

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