

Library Collections Policy 2005 – Light touch revision, 2009

The current Library Collections Policy (CP), completed in September 2005, is a substantial document which has been used to advance the development of the Library collections at a time of immense change. Whilst the main components of the CP 2005 are working well, there is a need to commence a light-touch review of some parts of our policy and to add a few elements that have become more prominent in recent years, such as the Publications Repository and consortial purchasing. To this end, the Key Policy Statements in CP 2005 were revised and we agreed updated statements on new (such as the HUB) or existing areas.

Further work on the Collections Policy will continue over the coming period. Meanwhile, the revision to the Key Policy Statements, Journals and other areas below were agreed by Library Committee on 3 June 2009.

CP 2009 – Revised Key Policy Statements (1) & updated statements (2-8)

1. Key Policy Statements (CP 2005, Section 2.)

- 1) The Library will provide a dynamic, relevant and evolving collection of resources to support teaching and research in the University and, where possible, in the wider community.
- 2) The General Collections are open access and located where they can best be used by the greatest concentration of users.
- 3) Heritage and Special Collections are normally purchased using endowments, support from Friends organisations, and external fund-raising, according to existing collections strengths, research and teaching priorities.
- 4) The Library collects and preserves the intellectual output of the University in manuscript, print and electronic format, through services such as the Edinburgh Research Archive (ERA) and Edinburgh Publications Repository (EPR).
- 5) The Library will collaborate with stakeholders to develop a strategy and service for dealing with Research Data.
- 6) The Library follows an e-only model in relation to the acquisition and retention of journals, taking into account financial feasibility and long-term access.
- 7) Donations, or internal transfers, of books, manuscripts and archives will be assessed using selection criteria (see below) that will be applied *before* accepting material.
- 8) Deposits will only be accepted in exceptional circumstances and under agreed conditions.
- 9) No more than one copy of a print title should be retained in the Library system, unless the text is being used in current or continuing courses at the University of Edinburgh.
- 10) There is a rolling programme of transfer, relegation and disposal (using criteria outlined below) and an approximate balance will be sought between acquisition on the one hand, and transfer, relegation and disposal on the other.

- 11) The print copies of electronic resources which provide guaranteed access in the long-term to back-files of journals will be assessed for transfer, relegation and disposal.
- 12) Access agreements with and proximity to other libraries will be factored into decisions on the acquisition and retention of specialist categories of material.

2. Journals (CP 2005, Section 4.3)

- We will develop further the e-only policy strands particularly relating to addressing VAT issues, licensing, and transfer, relegation and disposal of print.
- Collaborative Retention policy. UKRR. We will join the UK Research Reserve Consortium as part of EU Journals policy. We will also consider the Scottish Collections Policy to ensure our support for the Scottish distributed national collection.
- We will address agreed policy issues in the paper 'Proposals for Dealing with Print Journals in Edinburgh University Library' approved by Library Committee (December 2008), in particular with regard to relegation to store, and only binding core Humanities materials not available in trusted digital content. The recommendation in the paper is 'Commencing with journal acquisitions, with a publication date of 2009 onwards, EUL would cease binding journals if the content is available online from a trusted source'.
- We will define perpetual digital access (the EUL recommendation will follow the JISC definition, currently 'an indefinitely long period', since often our surety of access is dependent on external guarantees).
- We will define our backfiles policy e.g. we buy whenever we can, strategically targeting areas where we can maximise the impact on space and research – teaching support.
- Digital Preservation. (Section 4.6) We will confirm membership of LOCKSS, CLOCKSS, PORTICO and demonstrate a commitment to pursuing other collaborative solutions to ensure long-term digital access to content.

3. Publications Repositories

We will continue development of service and content – overlaying of journals, development of citation references for personal websites and CVs, etc.

University of Edinburgh Open Access Publications Policy:

<http://www.lib.ed.ac.uk/about/policy/oapolicy.shtml>

4. Library as the Publisher (ERA, Publications Repository, E-books, Our Created Digital Content, Publication on Demand)

EUL will investigate a print on demand service for out of copyright material, EU resources etc, based around rapid print production using new technology.

5. Materials Budget and the Resource Allocation Model (RAM) (CP 2005, Section 3.1)

The Resource Allocation Model was reviewed in 2009 and will continue to be assessed.

6. Monographs (CP 2005, Section 3.4, Section 4.2, Section 4.7)

De-duplication of e-books, and in relation to physical copies: there will be an e-preference where it fits and improves access for teaching. We will review the number of physical copies of monographs, especially in relation to e-copies. Collaborative collections management opportunities will be pursued, both at a Scottish and UK level.

7. HUB (High Use Book Collection)

Established in 2008, the aim of the HUB is to provide users with easy access to high-demand content, whether for teaching or research. Loan times will be simplified and made uniform. The aim is to make the HUB collection available for as long as possible during term time (currently until midnight). The outcomes of the Collections Review and the E-Books Initiative should inform decisions on the acquisition of e-content to support and supplement the print HUB collection. The content of the HUB collection will be reviewed and refreshed on an annual basis.

8. Special Collections

Rare Books and Manuscripts Acquisitions Policy, 7 April 2009

http://www.lib.ed.ac.uk/resources/collections/crc/services_information/SelectionAcquisitionPolicy.htm

Edinburgh University Archives: Collections Policy, 19 May 2006

<http://www.lib.ed.ac.uk/resources/collections/specdivision/euacp.shtml>

John Scally, Director of University Collections, 3 June 2009