



# THE UNIVERSITY *of* EDINBURGH

## University Library Collections Policy Key Policy Statements 2013 Refresh

*[Format: each policy statement is followed by an explanatory note or clarification to aid interpretation]*

### **Background**

The current set of key policy statements originate in the substantial Library Collections Policy document approved in 2005 and a subsequent light-touch review of the policy completed in 2009. Much of what we agreed in 2005 and 2009 still holds and has served the library and its community well during a period of considerable change. The current refreshing of the key policy statements contains nothing that would move us away from our overarching principle of providing library resources suitable for a diverse community of disciplines in a research intensive university. However, this refreshed set of Key Policy Statements will allow us to keep up with developments, especially in the area of e-books and research data management.

### **Key Policy Statements:**

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. This will be supported by established as well as new methods of acquisition.
  - An established model would include academic purchase recommendations; new methods could include patron driven acquisition.
  - This is aimed at the General Collections, but also Heritage and Special Collections.
  
2. The most heavily used print General Collections are openly accessible and located where they can best be utilised by the greatest concentration of users.
  - Items in store will have demonstrated lower usage than the centrally located collections.
  - Stored items remain available through appropriately managed request and delivery services.
  - Items may also be transferred across the Main and Site Libraries on behalf of users. Material tends to be located on the campus where specific subjects are taught (for

example, the veterinary collections are predominantly held within the Library at the Easter Bush campus).

3. The Library follows an e-only model in relation to acquisition and retention of journals, taking into account financial feasibility, content, and long-term access.

- This policy has been active since the 2009 Revision of the Library Collections Policy (2005).

4. The Library follows an e-preference model in relation to the acquisition and retention of books, taking into account financial feasibility, access arrangements, discipline requirements, learning needs and preservation.

- The Library will invest in and support initiatives to improve access arrangements and pricing of e-books.
- For disciplines for which print copies are essential for teaching and/or research, both print and electronic books will be acquired. The decision will normally lie with the appropriate Academic colleague and Liaison Librarian representing the discipline concerned.

5. Heritage and Special Collections are acquired according to existing collection strengths and research and teaching priorities.

- Material is normally purchased using endowments, support from Friends organisations, the Schools and Colleges, and through external fundraising.
- The selection policy for Rare Books and Manuscripts is available here: <http://edin.ac/XtERQD>.
- The University Archives Collecting Policy is available here: <http://edin.ac/XtFhq7>.
- The Museums and Galleries Collections Policy (2010-15) is available here: <http://edin.ac/10jtjgX>.

6. The Library collects and preserves the intellectual output of the University and its archival record in manuscript, print and electronic format, through services such as the Edinburgh Research Archive (ERA), the Current Research Information System (PURE), and the University Archives.

- Policies relating to ERA and PURE can be found here: <http://edin.ac/10UT3AW>.
- The University Archives Collecting Policy is available here: <http://edin.ac/XtFhq7>.

7. The Library will collaborate with stakeholders to implement the Research Data Management (RDM) Policy and develop a service for the management and reuse (retention and availability) of University of Edinburgh Research Data, to ensure compliance with Research Councils' and external funding bodies' requirements.

- The RDM Policy may be viewed here: <http://edin.ac/10jtRmV>.

8. Donations, or internal transfers (e.g. School collection transfers), of books, manuscripts and archives will be assessed using selection criteria and/ or records retention schedules that will be applied before accepting material.

- For further details on criteria relating to Rare Books and Manuscripts donations, view the acquisitions policy here: <http://edin.ac/XtERQD>.
- Examples of selection criteria include duplication; availability elsewhere; material condition; and relevance to current teaching or research. The decision will normally lie with the Liaison Librarian representing the discipline concerned.
- Donations are subject to the same on-going review process as all other materials, in relation to collections management activities such as transfer, relegation or disposal.

9. Deposits will only be accepted in exceptional circumstances and under agreed conditions.

- Deposited collections are not owned by the University of Edinburgh, but are held and serviced on behalf of the owners.
- The Library will normally apply a charge for the housing and servicing of deposited collections.

10. No more than one copy of a title (print or electronic) will normally be added to or retained within the Library system, unless it falls into the following categories.

- The text is being used in current or continuing courses at the University of Edinburgh. In which case, the Library would not normally purchase or retain more than one copy per group of 20 students on a course.
- Current research requirements mean that more than one copy should be purchased to be available across multiple Site Libraries.
- Additional copies have copy specific information and would be part of the Special Collections.
- All multiple copies of items are reviewed as part of a rolling programme of collections management.
- The Liaison Librarian representing the discipline(s) concerned will be involved in discussions on the number of copies with the appropriate Academic colleague.

11. Where we have guaranteed long-term access to electronic journals, the print copy of the same title will be assessed for transfer, relegation or disposal.

- By 'guaranteed access' we mean that the item will be available at the point of need; by 'long-term' we mean that the electronic copy is included in a backfiles portfolio or is available via community-owned preservation services.
- The Library will continue to purchase journal back files when resources are available.
- The Library will continue its membership of the LOCKSS and PORTICO preservation services.
- As long as they are available, the Library will endeavour to retain membership of responsible and collaborative preservation and retention programmes, such as the UK Research Reserve (UKRR). These programmes seek to maintain a national collection of print journals now available electronically.
- In many instances, publishers are no longer making print editions of journals available. The Library seeks to preserve access to the electronic editions through schemes mentioned above.

12. There is a rolling programme of transfer, relegation and disposal (using agreed criteria) for Library collections. Within the General Collections, an approximate balance will be sought between acquisition on the one hand, and transfer, relegation and disposal on the other.

- Examples of criteria include that used within the HUB (High Use Books) collection in the Main Library, where materials no longer required for taught courses or no longer demonstrating high borrowing are usually de-duplicated, and transferred into the main Standard Loan collection.
- Disposals are carried out in consultation with the College or Liaison Librarian representing the discipline(s) concerned.

13. Access agreements with and proximity to other libraries will be factored into decisions on the acquisition and retention of specialist categories of material.

- For example, the Library no longer routinely acquires maps due to our co-location to the National Library of Scotland's Map Library.

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To request this document in an alternative format, please contact Laura Macpherson, Library General Collections and Services Manager: [laura.macpherson@ed.ac.uk](mailto:laura.macpherson@ed.ac.uk), 0131 651 4505.