

# EDINBURGH UNIVERSITY LIBRARY

## LIBRARY COLLECTIONS POLICY

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# 1. Introduction

This policy aims at providing a dynamic, relevant and evolving collection of library resources to support teaching, learning and research in the University and, where practical, in the wider learning community. The relationship between teaching and research activity and the acquisition and retention of library resources is at the core of the policy. Equally important is the recognition that both now and in the future, the collections will contain two dominant formats, print and electronic, and that secure and cost-efficient access to the latter rather than ownership will be a critical factor. Indeed, electronic resources are now integral to all collections groupings, and it is the preferred format in many areas, such as journals. The vision is to develop a more coordinated approach to the future management of the Library's rich and diverse collections. The Library will continue to build the collections to support teaching and research. The policy is designed to respond to a range of variable factors, including changing funding levels, the availability of space, and alterations in research and teaching strategies at School, College and University level.

The Library collections are currently growing at 800 metres per annum, with only nominal rationalisation of stock. Measures in this policy seek to address this by actively managing the collections and pursuing, where possible, a balance between acquisition on the one hand and transfer, relegation and disposal on the other. In addition, advantage will be taken of new opportunities in the management of collections, such as collaborative collection management (CCM) and the development of an e-preference, moving to an e-only, model in some areas of collection development and management.

The Library Collections Policy applies to collections throughout the University Library system, including class libraries. Responsibility for the interpretation, application and revision of the Library Collections Policy lies with the Director of University Collections, with the advice of the Library, Museums and Galleries Senior Management Group, University Library Committee, College Library Committees and other stakeholders. This policy replaces the previous Library Collections Policy agreed in 1998. It is anticipated that Colleges may wish to develop their own set of more detailed guidelines based on this policy. The policy does not cover museums and galleries, which are dealt with in other documentation: (<http://www.music.ed.ac.uk/euchmi/>) (<http://www.trg.ed.ac.uk/collections.html>).

## 1.1 Strategy Documents and Library Mission Statement

The Library Collections Policy is written within the context of the Knowledge Management Strategic Plan, the Library Strategy and the Library Mission Statement. These can be consulted at the following links:

### **Knowledge Management Strategic Plan**

The KM strategic plan is available at: <http://www.isg.ed>.

### **Library Strategy**

<http://www.lib.ed.ac.uk/about/policy/strategy03-08.shtml#draft>

## Library Mission Statement

‘The Library exists to serve the needs of the University in information provision and will aim to offer the highest quality of service, so far as resources permit ... The Library’s aim is to deliver information in the form, at the place and at the time of most benefit to the user.’ (Extract)

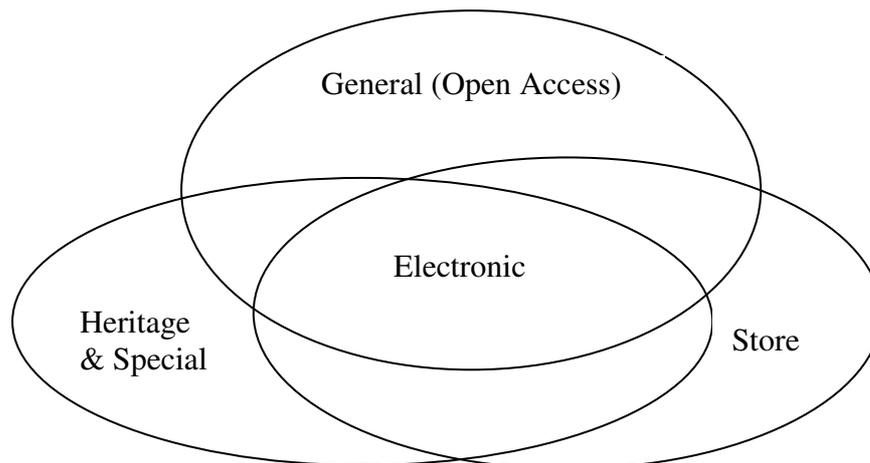
<http://www.lib.ed.ac.uk/about/policy/mission.shtml>

## 1.2 Main Locations of Library Collections

- Library Online is the main gateway to the Library’s electronic resources (<http://www.lib.ed.ac.uk>)
- Main Library, George Square.
- Science & Engineering Libraries: Darwin, James Clerk Maxwell, Robertson Engineering & Science, King’s Buildings.
- New College Library, Mound Place.
- Veterinary Libraries: Summerhall (Royal Dick School of Veterinary Studies), Centre for Tropical Veterinary Medicine, Easter Bush Veterinary Centre.
- Law & Europa Library, Old College, South Bridge.
- Moray House Library, St John Street.
- Medical Libraries: Psychiatry Library, Royal Hospital for Sick Children Library, Royal Infirmary Library, Western General Hospital Library.
- CASS, Collaborative Academic Store for Scotland, National Library of Scotland.

## 1.3 Definition of Collections – Groups

There are three main groups of collections. Group I: General Collections (open access). Group II: Heritage and Special Collections Group III: Collections in Store (on-site and off-site). Electronic resources are integral to all three collection groupings.



## 1.4 Definition of Collections - Formats

The Library's collections comprise:

- printed material, including books, pamphlets, journals, newspapers, maps, music, prints and engravings, ephemera;

- electronic resources, such as journals, books, images, manuscripts, archives, available remotely under licence or free on the Internet;
  - electronic resources, such as journals, books, images, manuscripts, archives, hosted and owned by the University of Edinburgh and held in repositories;
  - manuscripts and archives, particularly the archives of the University of Edinburgh;
  - University of Edinburgh theses, both historical and modern;
  - published microform collections;
  - sound and video recordings and multimedia presentations, including copies made under licence;
- realia and original works of art acquired and held usually as part of other collections.

### **1.5 Definition of Collections – History**

The Library collections at Edinburgh University pre-date the establishment of the University. Clement Litill's bequest of 276 books to the 'toun' of Edinburgh in 1580 became the foundation collection for the 'Toun's College' which grew into the University. The heritage and special collections have grown considerably over the past four-hundred years to supply the teaching and research needs of the University and the wider local, national and international communities. Numerous subjects are richly represented, including history, philosophy, literature, divinity, Scots law, music, medicine, veterinary medicine, and science. The books and manuscripts of Adam Smith and Dugald Stewart, Robert Burns and Hugh MacDiarmid, Walter Scott and Norman MacCaig are all well-represented. The Library is particularly strong in oriental and medieval manuscripts, and architectural and town planning materials. Naturally, a key collection strength is in Scottish material and in writers that were, and are, influential to Scotland.

The general collections of the Library cover all the main subject areas that are taught in the University and are added to every year. The main area of spectacular growth in the last decade has been in the provision of electronic resources, many through subscription access. Equally important, has been a reaffirmation of the Library's obligation to collect and preserve the intellectual output of the University, through services such as the Edinburgh Research Archive (ERA). Today the library collections comprise 3.4 million printed items, including 9,000 journal titles, and 8,000 metres of manuscript and archive material.

## **2. Key Policy Statements**

1. The Library will provide a dynamic, relevant and evolving collection of resources to support teaching, learning and research in the University and, where practical, in the wider learning 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 and through external fund-raising, according to existing collection strengths, research and teaching priorities.
4. The Library collects and preserves the intellectual output, in manuscript, print and electronic formats, of the University, through services such as the Edinburgh Research Archive (ERA).

5. An e-preference model in relation to the acquisition and retention of journals is being developed, taking into account financial feasibility, long-term access and user needs.
6. Donations, or internal transfers, of books, manuscripts and archives will be assessed using selection criteria (see below) that will be applied *before* accepting material.
7. Deposits will only be accepted in exceptional circumstances and under agreed conditions.
8. 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.
9. 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.
10. The print copies of electronic resources which provide guaranteed access in the long-term to back-files of journals will be assessed for relegation to store.
11. Access agreements with and proximity to other libraries will be factored into decisions on the acquisition and retention of specialist categories of material.

### **3. Collection Development**

#### **3.1 Funding**

The Library's budgetary allocation (the materials budget) from the University determines the funds available for the purchase of material. At College level it is allocated by the College Library Committees. Additional sources of funding for collection development include direct contributions from Schools and Colleges, endowment income and external contributions, such as the NHS. Funding is also made available by the three Colleges for inter-library loans (ILL).

Heritage and Special Collections are normally purchased using endowments and through external fund-raising, according to existing collection strengths, research and teaching priorities.

#### **3.2 Collaborative Collection Development**

An increasing feature of Collection Development is the pursuit of partnership deals with other HE libraries in the purchase of information resources. Whenever this proves cost-effective, Edinburgh University Library will take advantage of CCD partnerships.

- 3.2.1 Supply Contracts. EUL is an active partner in supply contracts such as Scottish Consortium for Academic Book Supply (SCABS) and Scotland / N. Ireland Periodical Supply (SNIPES).
- 3.2.2 Research Pooling. Recent developments in research pooling may also offer opportunities for CCD, for example, with the Scottish Universities Physics Alliance (SUPA) and Chemistry at Edinburgh and St Andrews Universities (EaStCHEM).

#### **3.3 General Collections (Open Access)**

The Library aims to acquire all materials for the support of taught undergraduate and postgraduate courses in whatever format is most appropriate. The selection of research materials, especially those that are expensive or highly specialist in content,

is made with due regard to the availability of such material in other libraries' collections. Material is recommended by academic staff and library staff in relation to fund availability. There is also a facility for students to recommend purchases, although this is subject to approval by academic or library staff.

All printed material purchased by and for the Library becomes the property of the University. In the case of electronic material access may be permanent, e.g. backfile material, or access may be licensed and available for the term of the contract with the provider. The Library takes full advantage of the benefits of consortial agreements for the purchase of all material, and seeks to negotiate discounts from suppliers wherever possible.

#### Interdisciplinary Resources

The Library retains certain funds from those allocated to Schools and Colleges by the University to support the acquisition or access to materials which are considered to be interdisciplinary. The material acquired includes:

- Interdisciplinary bibliographic resources which cover two or more Colleges
- Archival newspapers
- Material concerning the University of Edinburgh which would not otherwise be purchased.
- Networked general reference or interdisciplinary resources. These will be selected according to principles governing licensed resources.
- Printed general reference resources (primarily but not exclusively located in the Main Library).
- Library staff working tools
- Maps
- Official publications
- Parliamentary papers

#### 3.4 Electronic Resources

Electronic resources are the preferred format in many areas, such as journals.

- The Library will review the renewal of any licence agreement, taking account of the following factors - value for money; usage data analysis; relevance of content; licence terms for multiple use; whether the title is duplicated in another subscription package; and sustainability of the purchasing model.
- Big Deals will be further scrutinised to consider whether there is any detriment to Collections Management in signing the agreement.
- An e-preference model moving to e-only will be developed in some areas, taking account of user requirements and real cost-benefits. (The current imposition of VAT may be a barrier to this.)
- The e-preference model will include current journals, e-books, archival collections (including JSTOR), full text databases, abstracting/indexing tools, reference materials, reading list materials and exam papers.
- E-books forms part of the e-preference model for some categories of material, for example some Chinese texts, though they will, in the main, continue to be regarded as an access medium rather than as a straightforward replacement for print.

## **3.5 Heritage and Special Collections**

### **3.5.1 Special Collections**

Curatorial staff aim to acquire rare printed books, manuscripts and archives by donation, purchase, deposit and transfer. Collections/items for acquisition are assessed against the teaching and research profile of the University, as well as existing collection strengths, which include: a number of British literary figures, African missionaries, the History of Science, the History of Medicine, the History of Veterinary Medicine, the History of Economics, the History of Education (including the history of the University of Edinburgh itself), Architecture and Town Planning, Theology and Church History, Scottish History and Ethnography (including particularly the Scottish Enlightenment), Scots Law, Asian and Middle-East Collections and Medieval Manuscripts collections. Donations, deposits and internal records transfers are controlled by Deed of Gift, deposit agreements and internal transfer procedures. A rolling review of Special Collections material will take place to assess the usefulness of collections, in particular deposits and donations. The possible rationalisation of collections, through transfer or sale, or return where previously agreed, will be part of the review process.

A collections policy specific to the University's archives forms part of the overall Collections policy and is available at

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

### **3.5.2 Lothian Health Services Archive (LHSA)**

Lothian Health Services Archive is the largest archive collection held on deposit in the Library. It is funded by Lothian NHS Board. LHSA collection development policy states that it 'primarily collects records of long term legal, administrative, epidemiological and historical value produced by the NHS within the Lothian area, including those of predecessor bodies. In addition, non-NHS institutional records and personal papers related to the local history of health care and the history of Scottish medicine are also collected.'

### **3.6 Donations**

Donations relating to current and continuing courses, the recording of the University's intellectual output and which enhance research areas are welcome. Potential donors of gifts of books or other materials, are strongly encouraged to provide a list of materials including the name, dates, and general condition of the material. If gifts are accepted, the University becomes the owner of the material and, as such, reserves the right to determine its retention, location, cataloguing treatment, and other considerations related to its use, maintenance, or removal. The legal implications of access restrictions placed by potential donors as a condition of the donation will be considered when deciding on acquisition or retention. Financial contributions to help expedite processing as well as defray the costs of maintaining the material given to the Library are always welcome.

Due to the high cost of storage and processing, duplicate copies of items will not normally be accepted, except in the following cases:

- Where additional copies are required for teaching purposes. These will normally be placed either in the Reserve or Short-Loan categories, and will be relegated when no longer required.

- Where duplicates are accepted as part of a named collection which is to be retained in its entirety, in order to preserve the research value of the collection.
- Where duplicates are held for copy-specific information (e.g. annotations and inscriptions).

### **3.7 Deposits**

Only in exceptional circumstances will it be agreed to take items/collections on deposit. If the item or collection is of exceptional research value, and complements existing collection strengths, or introduces an entirely new one which will support current teaching/research strategies, then it may be taken on deposit for an agreed period of time to allow a decision to be made on its long-term status. A deposit agreement will be drawn up which will contain a number of specific conditions, including:

- time period of the deposit (generally no more than two years)
- that the item/collection will be available for consultation
- that the depositor will pay for a rudimentary listing or cataloguing to be done
- that the depositor will pay an annual fee based on a multiple of University space costs to defray the cost of storage and security
- that the Library will be the preferred purchaser, at a discount to the market valuation, should the depositor wish to sell the collection.

### **3.8 Digitisation**

There will be a programme of digitisation of primarily University owned materials (mostly from Special Collections and LHSA) to support teaching, learning and research, for example, to provide content for VLEs. Much of this work will be project based. However, there will also be a constant programme of digitisation to support core University activity. The setting of priorities for items and collections will be established by a separate policy document which will encapsulate a decision tree. Factors influencing the degree of priority to be accorded to items and collections for digitisation will include urgency of research need; urgency of teaching requirement; importance of item to the wider scholarly or heritage community; prospect of income generation; ability of requesting unit to meet or part-meet costs of digitisation.

## **4. Collection Management**

### **4.1 Organisation and description (cataloguing & classification)**

The Library's collections are recorded in an online catalogue or list, either as an individual record or, if manuscript or archive material, as one of a collection covered by a collection-level record. Collections on open access are arranged according to appropriate schemes of library classification. The aim is to standardise using the Library of Congress classification scheme, where appropriate. As soon as the order is placed, or an item is acquired by other means, a record is entered in the online catalogue, according to published service targets. Items in older collections may still be recorded in manual catalogues. Records in these catalogues are being retrospectively converted for inclusion in the online catalogue as funding becomes available. For manuscripts and archives, collection level finding aids of varying detail are available for collections where not every item is separately catalogued. All electronic resources are treated in the same way as physical stock with their addition to the online catalogue according to agreed service targets. There will be a direct link to the resource, or to further information, from the online catalogue.

### **4.2 Duplication and Multiple Copies**

Unless there are clear and specific reasons, for example material used in current or continuing courses at the University of Edinburgh, or with some categories of rare books with copy-specific provenance information, printed duplicate titles of monographs and journals will not be acquired or, if already in the collection, will be subject to assessment for relegation and disposal. For print material used in current or continuing courses at the University of Edinburgh, a ratio of the multiple copies purchased per student will be developed, taking into account the specific requirements of individual Schools. A maximum ratio will be one per fifteen students. Duplication of electronic titles will also be avoided and this is part of the process of acquisition and evaluation of e-resources.

### **4.3 Journals**

The print copies of electronic journals which provide guaranteed and trusted access in the long-term to electronic back-files will be assessed for relegation to store. Following the relegation period, titles will be assessed using agreed criteria (see below) then withdrawn. For example, JSTOR provides this kind of guaranteed access (i.e. a moving wall of 3-5 years from the current date).

### **4.4 Stores**

The use of stores, both on-site and off-site, will be a key element of collection management. Group III collections in store will be low use materials. In recent years, three closed access library stores, with mobile shelving, have been created in the Main Library. The Library will provide a delivery service from stores via a collection/consultation service, document delivery or inter-library loan, within agreed service targets.

### **4.5 Collaborative Collection Management**

There are a number of opportunities to collaborate with other institutions on the management and storage of collections. These opportunities will be pursued when it is beneficial and cost-effective to the Library. The Collaborative Academic Store for Scotland (CASS) is a shared storage facility, housed at the National Library of

Scotland, which some research libraries in Scotland have created in order to release space in their own buildings. An annual rental is paid for the space. Edinburgh University Library is a partner in a current pilot project to test the viability of this store.

#### **4.6 Preservation**

In terms of both preservation and conservation, the Library aims to comply with recognised professional standards for all collections. In the case of digital materials the Library works within the framework indicated by the University of Edinburgh's digital preservation guidelines and relevant technical standards.

<http://www.lib.ed.ac.uk/sites/digpres/>

#### **4.7 Transfer, Relegation and Disposal**

Transfer, relegation and disposal are increasingly important activities in active collection management. *Transfer* is the relocation from one library to another or one collection to another (for example, to Special Collections). *Relegation* is the relocation to a store (onsite or offsite). *Disposal* is the removal of the physical item by discard, recycling or sale. All are necessary exercises to ensure that the collections remain relevant and responsive to the needs of users. There is a rolling programme of transfer, relegation and disposal. Usage statistics will be a determining factor in the transfer, relegation and disposal of some categories of material. There will naturally be individual exceptions and the College or Liaison Librarian responsible for the subject area will decide on these cases in consultation with the Collections Manager and other relevant staff. Where the policy is unclear, or there is disagreement, the decision should be referred to the Director of Collections.

##### **4.7.1 Consultation on transfer, relegation and disposal of material**

Discussions on transfer, relegation and disposal will be taken forward in Schools and Colleges by the College and Liaison Librarians. As much information as possible (for example, lists where practicable) will be provided in advance to users and, where possible, College Library Committees will be informed. In addition, information on the disposal of material will be advertised on Library Online for six weeks prior to disposal.

##### **4.7.2 Criteria for transfer**

Categories of material for consideration for transfer include:

- Published before 1851
- Published before 1900, containing colour plates, maps, diagrams, photographs
- Manuscripts (hand-written documents)
- Original photographic prints
- Any item with evidence of important ownership or association
- Edinburgh University author or other University of Edinburgh association
- Limited editions (max 100 numbered copies) and Private Press publications
- Valuable and fragile items

##### **4.7.3 Criteria for relegation**

Categories of material for consideration for relegation to store include:

- Less used monographs & journals.

- Last copy of superseded editions of standard textbooks and other textbooks which are no longer current, but may not have been republished in a new edition.
- Material in minority specialisms which are not currently being taught or researched at the University.
- Hard copies of publications now held or accessible in electronic format.
- Subject based retention criteria (as judged by Liaison Librarians on the basis of collection development policy statements).
- Material to be retained under co-operative or contractual obligations, e.g. European Documentation Centre (EDC).

#### **4.7.4 Criteria for disposal**

Categories of material for consideration for disposal include:

- University records rejected after assessment against the University archive's collections policy and archival selection criteria.
- Material in poor physical condition and beyond repair, particularly where there is a risk of contamination of other material.
- Duplicate copies of textbooks not borrowed for five years.
- Duplicate copies of textbooks superseded by later editions.
- Duplicates of little used monographs.
- Duplicate sets of little used journals.
- Duplicates of items held in storage.
- Duplicates of little-used material held in another format.
- Low use material which is readily available from store (on-site and off-site), or via inter-library loan or document delivery.
- Material which is held, or can be acquired, in another, preferred format.
- Isolated issues, short or incomplete runs of journals which ceased, or the subscription was cancelled, more than 5 years previously.
- Material for which the Library has secure ongoing access to an electronic archive managed by a trusted repository.
- Out-dated reference sources: retention of most printed reference sources will be for current year only, except for those items of historical research value. Superseded reference sources will not be added to the general collections.
- Abstracts and indexing print runs available electronically.

John Scally, Director of University Collections.  
15 September 2005

## APPENDIX I

### GLOSSARY

**acquisition** = item acquired, by purchase or gift, and retained in the Library.

**Big Deals** = site licence agreements for ejournals, where the Library is buying the rights to access all ejournals published by a single publisher. Generally the costs are based on the Library's existing expenditure with the publisher, with additional fees for extended electronic access. These agreements may have additional conditions attached - e.g. the agreement may be for two or three years, and there may be restrictions on the cancellation of individual subscriptions during the contract period. These agreements may offer the option to convert existing print subscriptions to electronic only, but this then incurs VAT on the total cost of the contract, so can be a barrier. Unless a library has moved to electronic only subscriptions, most Big Deals will include a proportion of bundled subscriptions, where both print and electronic formats are purchased. This will generally apply to the titles which the Library already buys - the additional content licensed through the Big Deal will be electronic only.

**CASS** = Collaborative Academic Store for Scotland.

**Collaborative Collection Development (CCD)** = working in partnership with other libraries to maximise the purchase of resources through joint use of funds.

**Collaborative Collection Management (CCM)** = working in partnership with other libraries to maximise the use of resources through joint activity, such as de-duplication, joint stores and the like.

**collection-level record** = a description of a collection in its entirety rather than its individual components.

**conservation** = the repair or stabilization of materials through chemical or physical treatment to ensure that they survive in their original form as long as possible.  
(Society of American Archivists website)

**deposit** = item acquired by agreement, for a specified period of time, and held in the Library.

**digitisation** = the process of creating digital files by scanning or otherwise converting analogue materials. The resulting digital copy, or digital surrogate, would then be classed as digital material and then subject to the same broad challenges involved in preserving access to it, as "born digital" materials.  
(Digital preservation coalition website)

**disposal** = removal of the physical item by discard, recycling or sale.

**donation** = item acquired from a donor and given to the Library.

**duplicate** = a journal or monograph title that is a bibliographic copy of another in the Library system, and does not contain rare copy-specific information (bookplates, inscriptions etc).

**e-preference** = essentially this expresses a preference for electronic access over print access in collection development and management.

**EDC** = Since 1963, 697 European Documentation Centres (EDCs) have been established across the member states and other countries, mostly in universities, with 403 in the member states. Any of the European Communities' official publications can be consulted at any EDC. In the University of Edinburgh, the EDC is in the Law & Europa Library.

**JSTOR** = the JSTOR database is a digitised collection of complete archives of core scholarly journals.

**library classification** = a system of organising information in a library into broad subject areas, which are broken into smaller and smaller topics. Different topics are assigned numbers, known as *call numbers* (*shelfmarks*).

**Library of Congress classification scheme** = New books acquired by the Library are classified by the Library of Congress (LC) classification scheme. Shelfmarks in this scheme consist of one or more capital letters, followed by numbers, and end with 3 letters.

**microform** = a general term used to designate any type of micro format -- microfiche, microfilm, or microprint. In any type of microform, the printed material is greatly reduced in size and can be read only with the aid of a special machine.

**preservation** = the process of protecting materials from deterioration or damage; the non-invasive treatment of fragile documents. (Society of American Archivists website).

**provenance (provenancial) information** = information regarding the origins and custody of an item or collection. Provenance is a fundamental principle of archives, referring to the individual, family, or organisation which created or received the items in a collection. The **principle of provenance** or the *respect des fonds* dictates that records of different origins (provenance) be kept separate to preserve their context. (Society of American Archivists website)

**purchase** = item acquired using allocated funds and retained in the Library.

**relegation** = is the relocation to a store (onsite or offsite).

**transfer** = the relocation from one library to another or one collection to another (for example, from the General Collection (Open Access) to Special Collections).

**unique** = a title that is the only known copy in Scotland, the UK, or worldwide. The last copy in the University Library system is not unique.

**withdrawal** = removal from the Library system, with the deletion of catalogue records and disposal of the item(s).

## APPENDIX II

### Guidelines for deciding on requests for the repatriation of items from the University Collections

**It is proposed that the following criteria and procedure be used to assess whether a *bona fide* case is made from a recognised authority for the repatriation of item(s)/object(s) from the University's collections.**

These guidelines relate to all items held by the University other than human remains (for which policy was agreed by the University Court on 10 December 1990<sup>1</sup>).

#### Criteria

1. Evidence of past ownership relating to the item(s)/object(s) concerned and how the University acquired it/them.
2. Authority of the requester. Requests will only be considered from *bona fide* groups, representative of the community or culture from which the item(s)/object(s) originated or from individuals or organisations which are able to provide clear *prima facie* evidence that the item(s) in question is/are their property. Wherever relevant, claimants would be expected to be supported by the government of the country to which the item(s)/object(s) would be returned unless exceptional circumstances prevent this.
3. Proof of cultural, religious or scientific importance of the item(s)/object(s) to the claimant community.
4. A rigorous assessment of the cultural, religious or scientific importance of the item(s)/object(s) to the University.
5. The likely consequences of repatriation, for example, in terms of conservation, cataloguing and availability for research and scholarship. The normal expectation is that items would be returned to the care of a museum, library or equivalent body.
6. Policy and procedural guidance from recognised external institutions including the Museums Association, the Scottish Museums Council (SMC), and the Chartered Institute of Information Professionals (CILIP), as well as recognised good practice from like institutions.
7. Guidance from appropriate UK government sources, where available.

#### Procedure

Enquiries concerning repatriation should be addressed in the first instance to the Director of University Collections. The Director of University Collections will draw all requests to the attention of the Vice Principal (Knowledge Management) and the University Secretary, and will be the contact point between the University and the individual or group making the request. Communication will be conducted with the individual or group making the request in order to clarify the details of the request and to establish whether they meet the criteria laid out above. In parallel, the Director of University Collections will investigate the status of the item(s)/object(s) and prepare a report and recommendation for the University authorities.

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<sup>1</sup> The University's policy is to return human remains, when so requested, to appropriate representatives of cultures in which such had particular significance, subject to appropriate safeguards.

Apart from loans and conditional deposits, the University collections are the legal property of the University. Therefore the University Court must approve the repatriation of any items from the University collections as this involves the transfer of title of University property.

Two possible routes through the University will be available to determine whether the criteria laid out above are met:

- I. If the material is a book or manuscript: Director of University Collections → University Library Committee → University Court
- II. If the material is from the museum and gallery collections: Director of University Collections → University Collections Advisory Committee → University Court

In either case the University Secretary and the Vice Principal (Knowledge Management) can appoint an advisory group to examine a request and make a recommendation to Court if the circumstances so warrant. The advisory group would normally contain at least one member from outwith the University, and would normally report via the Library Committee or the Collections Advisory Committee, as appropriate.

When items are not returned, the University will seek to find alternative means of access for legitimate claimants in terms of the criteria laid out above, such as through surrogate repatriation (e.g. digitisation, microfilm and facsimile) and when items are returned the University will normally assert the right to retain access through such means.

Ms. Helen Hayes,  
Vice Principal (Knowledge Management & Librarian to the University)  
22 June 2004