**Collection Management Policy: Bartlett Library**

* 1. **Purpose and description**
     1. **UCL departments covered by the collection**

The purpose of the Bartlett collection is to support the teaching and research of the Bartlett, Faculty of the Built Environment. The Bartlett comprises the Centre for Advanced Spatial Analysis, the Bartlett School of Architecture, the Bartlett School of Construction and Project Management, the Development Planning Unit, the Bartlett School of Graduate Studies, the Bartlett School of Planning, the UCL Energy Institute and the UCL Institute for Sustainable Resources.

* + 1. **Any broader role**

The Bartlett collection also accommodates relevant materials in support of the teaching and research of other UCL Departments, particularly the Departments of History of Art, Management Science and Innovation, Civil, Environmental and Geomatic Engineering, Geography, Economics, the School of Public Policy and the Faculty of Laws.

* 1. **Readership and access**

Due to demands placed on the collection, access by taught course students from other institutions is restricted. University of London students are given reference access but those from other universities are excluded except during UCL vacation periods.

Academic staff and researchers from other institutions are welcome to make use of the collection at any time.

* + 1. **UCL**

The main readership of the Bartlett collections is UCL undergraduate and postgraduate students and staff.

* + 1. **External readership**

Access to the collection for other readers is given in line with UCL Library Services’ Admissions Policy.

* + 1. **Any special access arrangements or restrictions**

None.

* 1. **Description and holdings**

The Bartlett collection consists of material in print and electronic format and is organised into several sequences according to type.

* + 1. **Approximate number of volumes held**

The Bartlett book collection consists of approximately 33,000 print volumes.

* + 1. **Summary statement of coverage** 
       1. **Monographs/serials**

A wide range of monographs and textbooks are held which cover the subjects taught and researched by the Bartlett. The major areas covered are:

* Architectural history and theory
* Monographs on individual architects/firms and their work, with a particular focus on the twentieth century
* Environmental design, building systems and energy in buildings
* Space
* Light and lighting
* Facility management
* Computational design
* Landscape design
* Construction and project management
* Materials
* Building types
* Planning and urban planning generally
* Planning in particular towns, cities and regions with a particular focus on London
* Sustainable development
* Sustainable heritage
* Urban design
* Energy, including economic and environmental aspects, policy and law
* Economics, particularly urban, land and property economics and the economics and finance of projects
* Social and community development
* Development planning
* Rural planning
* Housing
* Transport and infrastructure planning
* Planning law and policy at a national and local level

The Bartlett collection is of a standard to support the undergraduate and postgraduate teaching carried out by the Bartlett. The collection also supports the Bartlett’s research activities and research level monographs are included in the collection where they where they have been requested by academic staff. A particular strength of the collection lies in its holding a range of material covering architecture and planning in London and the South East. The collection also contains primary research material for planning in the form of grey literature including reports, consultation papers, policy documents and technical papers.

* + - 1. **Periodicals**

The print periodicals on the open shelves in the Bartlett collection consist of approximately 16,000 volumes comprising both single-issues and bound volumes. Approximately 380 current periodical titles are taken in either print or electronic format. A significant proportion of titles are available in both formats.

The periodicals collection at the Bartlett covers the major areas listed in section 1.3.2.1 above and consists of both professional and academic titles.

* + - 1. **Databases, indexes etc**

The Library provides access to a number of bibliographic databases, several of which cover the built environment. These include the RIBA Library Catalogue, the Avery Index to Architectural Periodicals, ArtSource, Construction and Building Abstracts, IConDa (International Construction Database) and GEOBASE. The Library’s subscriptions to FAME, Amadeus and Osiris give access to financial information for UK, European and Global companies. Business Source Complete and ABI/INFORM Complete provide access to information on all aspects of management including business and project management.

* + - 1. **Other resources**

Library Services also subscribes to the Construction Information Service, which provides full text access to technical and product information.

The Library’s subscription to RUDI (Resource for Urban Design Information) provides information on urban design and placemaking including the full text of selected classic monographs as well as project exemplars.

The Library also subscribes to a number of relevant data sources, for example BCIS (Building Cost Information Service) and Emporis Research. Digimap is relied upon for provision of maps.

The Bartlett Built Environment Library houses a collection of DVDs relating to the built environment.

Several postgraduate programmes deposit their students’ dissertations in the Bartlett Built Environment Library. The last four years are kept on site, with the older dissertations sent to Store.

* + 1. **Current location**

The Bartlett collection is currently housed in the UCL Bartlett Built Environment Library on the central UCL site.

* + 1. **Material held off site**

Older runs of journals, journal titles to which there is no longer a current subscription and little-used books are held in off-site storage and may be consulted on request at 24 hours’ notice.

* + 1. **Special collections**

The Bartlett collection includes a number of items of historic value, including a few rare pre-1850 imprints. Unique unpublished material is held by Library Services’ Special Collections Department and contains such collections as the Bannister Fletcher lecture notes, T.L. Donaldson lecture notes, the Piranesi Collection and the Samuel Angell collection of rare printed works. In addition, the early correspondence of the first Professors of Architecture are held in the UCL Archives, as are the papers relating to the competition for designing the College buildings.

* + 1. **Relationship to other collections in UCL**

Useful material relating to the study of the built environment may also be found in the Art, Anthropology, and Management collections. Geography holds relevant material on urban geography and development planning. The Economics collection covers urban economics, as well as the economics of particular countries and regions. Law holds additional material on planning law, while Public Policy includes information on the formation of government policy. The Computer Science collection contains material on graphics, computers and design, and virtual environments. The London History collection holds material on the history of particular London buildings and areas. In addition, the civil engineering and materials sections of the Engineering collection also contain relevant material.

* + 1. **Relationship to collections outside UCL**

Staff and students have access to several useful collections in institutions outside UCL. Perhaps the most important of these for the study of architecture is the British Architectural Library at the Royal Institute of British Architects (RIBA). Access to the library at RIBA is free to all although only RIBA members are able to borrow from its loan library.

UCL offers the only architecture programme within the University of London and hence the Bartlett collection is unique in this context. The collection however is one of several regional architecture collections (cf. University of Westminster, London Metropolitan University, University of East London, Kingston University, Architectural Association) which have been built around local teaching and research interests. Staff and students have access to these resources on a reference-only basis, although this may vary according to local arrangements and the time of year.

The Senate House Library has useful material relating to architecture in its Art History collection as well as material covering development, the environment and social issues in in its other research-level collections.

The LSE’s library holds substantial material on the social sciences including geography and development studies.

SOAS Library houses important collections of African, Asian and Middle Eastern material and also has strong development studies collections.

The Marylebone site of the University of Westminster Library holds materials on planning, housing, urban design, transport, property and construction.

Staff and students also have access to the British Library at St Pancras.

**Section 2 Acquisition**

1. **Responsibility for selection**

The Bartlett Library Site Librarian within the framework of the Collection Management Policy undertakes selection of materials, in close liaison with the Department. Recommendations are always welcomed from staff and students. Final responsibility for collection management lies with the Director of Library Services.

1. **Subjects collected**

The Bartlett Library collects books and journals in the following areas:

* History and theory of architecture, particularly modernism and the history of London
* Monographs on individual architects, with a particular focus on the twentieth century and architects practising currently
* Building projects with emphasis on material, ecological and technological innovation: materials and building types
* Sustainable urbanism
* Computational design and digital fabrication
* Landscape, climate and weather
* Design, space and architecture’s intersection with other disciplines
* Spatial design and its effects on the social, organisational and economic performance of buildings and urban areas
* Virtual reality and the design, production and operation of buildings and urban areas
* Smart cities, visualisation and mapping, and urban modelling and simulation
* Environmental design, building systems and energy in buildings
* Light and lighting
* Facility management
* Sustainable heritage
* Management of projects including strategy, execution and post-project evaluation
* Construction and project economics and finance
* Enterprise management and project business
* Theory, methodology and practice of international development in the global south:
  + Environmental justice, urbanisation and resilience
  + Urban transformations: local governance, social mobilization and design and planning
  + Diversity and social complexity
  + State and market: governance of development
  + Cities and climate change
* Planning and urban planning both generally and in particular towns, cities and regions, with a particular focus on London
* Urban design and design governance
* Transport and infrastructure planning and the delivery of major projects
* Urban regeneration in the UK and internationally, including property markets and planning, housing supply and finance, and social and community development
* Urban and regional development and governance in the UK and internationally, including planning and economic development, planning and sustainable development and central and local government
* Spatial planning
* Regeneration
* Energy, including economic and environmental aspects, the human dimensions of energy use, energy systems and energy policy and law
* Abiotic and biotic resources and resource efficiency
* Sustainability indicators
* Green economy

We do not aim to collect comprehensively in any of the above areas.

Requests for purchase of related non-built environment material from Bartlett staff will be passed to the relevant Subject Librarian for consideration.

* 1. **Acquisition priorities**

The purchase of volumes required in support of teaching is given priority. Library Services purchases copies of all books which are recommended texts for modules given in the relevant Schools. Many of these course texts will be acquired in multiple copies. The Library makes efforts to monitor usage of stock and additional copies of texts may be purchased where demand is seen to outstrip provision. Feedback from students and academic staff on the adequacy of library provision for taught courses in encouraged.

Research monographs are purchased selectively. Selection is the responsibility of the Bartlett Site Librarian, but the Site Librarian will aim to select research-level books in conjunction with Bartlett academic staff. Library Services will endeavour to purchase any research-level item recommended by staff or researchers within the Bartlett, funds permitting.

* 1. **Level**

Books are collected in support of teaching at both undergraduate and postgraduate level and also in support of research.

* 1. **Language**

Material will normally be collected in English, but important works in other Western European languages may also be collected.

* 1. **Format and medium**

Material in the following formats will be considered for collection:

* Print
* Electronic-only
* Print with supplementary CD or web services
* DVD
  1. **Collaborative collecting agreements**

No formal collecting arrangements with other libraries are in place.

* 1. **Multiple copies**

See section 2.3 above.

* 1. **Donations**

Donations will be accepted for the Bartlett collection subject to the criteria outlined in the Library Services Donations Policy.

* 1. **Exchange and deposit arrangements**

There are currently no exchange arrangements with other libraries/institutions.

Several Bartlett postgraduate programmes deposit their students’ final dissertations with the Bartlett Library.

* 1. **Exclusions**

N/A

**Section 3 Retention and preservation policies**

1. **Review of the collection**

The open access Bartlett collection will be reviewed annually for decisions on retention, relegation to store and disposal. These decisions are the responsibility of the UCL Bartlett Built Environment Library Site Librarian, although the advice of members of relevant UCL Departments may from time to time be sought.

1. **Use of open access space**

**3.2.1 Books**

Priority will be given to high and medium use material on the open shelves. The most recent editions of such books will be kept on open access; earlier editions may be removed. Superseded textbooks will be removed from the shelves. Rarely used research materials will be removed from open access where necessary, to accommodate more heavily used material.

**3.2.2 Journals**

Journal titles to which the Library currently subscribes should be given space on the open shelves. Titles to which the subscription has been cancelled, or which are no longer published will be removed from the open shelves. Pressure on space may sometimes demand that selected runs of older journals may also be relegated in order to accommodate more recent volumes.

1. **Relegation**

In general, the Library will aim to house books of high or medium use, and recent volumes of journals to which a current subscription is held, on the open shelves. Low use material, superseded editions of textbooks and older journals will be relegated as follows in section 3.4 below.

1. **Retention and disposal**

Material removed from the open shelves may be retained in store or discarded. In order to maintain the currency of the collection, superseded editions of textbooks will usually be disposed of. Other material will be retained unless judged to be of little value to future scholarship, in which case it will be discarded. Outdated research-level books will be retained in Store. Normally no more than one copy of any book will be retained in Store.

Any material that Library Services deems to be rare, unique or valuable will not be considered for disposal.

Journals removed from the open shelves will usually be retained in Store.

All Bartlett Library material retained in Store will subsequently be reviewed from time to time for decisions on disposal.

1. **Preservation**

The Library’s collections are preserved according to the principles set down in the Preservation Policy, accessible on the web with all public policy statements from Library Services. The preservation of digital materials is dealt with by the Digital Curation Strategy.

**Policy review procedures and dates**

The Bartlett Library collection management policy will be reviewed and approved annually by the Bartlett Faculty Library Committee.

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