**Collection Management Policy: Chemistry**

**Section 1. A detailed description of the collection**

* 1. **Purpose and description**

The purpose of the Chemistry collection is to support the teaching and research of UCL’s Department of Chemistry. The Chemistry collection also accommodates relevant materials in support of the teaching and research of other UCL Departments, notably the Departments of Physics and Astronomy, Earth Sciences, Chemical Engineering and Biochemical Engineering.

* + 1. **UCL departments covered by the collection**
* [**Computational Chemistry**](http://www.ucl.ac.uk/chemistry/research/computational) (i.e., quantum chemical calculations, nanoporous solids, catalytic and environmental interfaces, organic structure predictions, surface and interface material chemistry, physical property prediction from structures, modelling oxide materials and their surfaces).
* [**Materials and Inorganic Chemistry**](http://www.ucl.ac.uk/chemistry/research/inorganic) (i.e., catalysis, crystal growth, nanotechnology, inorganic thin film chemistry, powder professing and nano-composites, vapour synthesis of materials, electronic structure chemistry).
* [**Organic Chemistry and Chemical Biology**](http://www.ucl.ac.uk/chemistry/research/organic) (i.e., organic synthesis, radiochemistry and molecular imaging, biomolecule engineering and single molecule detection, chemical biology).
* [**Physical Chemistry and Chemical Physics**](http://www.ucl.ac.uk/chemistry/research/physical) (i.e., gas phase electrochemistry, spectroscopy, atomic scale studies of quantum nanostructures, scanning electrochemical microscopy, chemistry of earth’s atmosphere, chemistry of excited species, chemical magnetism, novel materials).

	1. **Readership and access**
		1. **UCL**

The main readership of the Chemistry collection is UCL students (undergraduate and postgraduate) and UCL staff.

* + 1. **External readership**

Due to the demands placed on the collection, access by 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. **Description and holdings**

The Chemistry collection covers all areas of Chemistry, and has strong historic coverage.

* + 1. **Monographs**

The open access book collection consists of approximately 5,300 print volumes. The books serve in the main to support teaching and research activity in the Department of Chemistry. The collection is housed in the Science Library. In addition to the open access collection, a considerable number of Chemistry books and journals are kept in off-site storage: these are available for consultation by readers on a next-day basis.

* + 1. **Periodicals**

The print journals collection consists of approximately 40 current print titles. Most recent volumes are housed in the Science Library as part of the Physical Sciences Periodicals collection, which integrates Library Services’ print holdings in chemistry, physics, astronomy, space science and science and technology studies. Older volumes of core titles are shelved on the ground floor of the Science Library. The library also provides access to approximately 1978 electronic journal titles in chemistry for the benefit of UCL staff and students.

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

Library Services has on-line subscriptions to SciFinder, Reaxys, SCOPUS and Web of Knowledge (i.e., Web of Science) .

* + 1. **Current location**

The Chemistry book collection and the most recent volumes of the Chemistry Periodicals collection are housed in the Science Library.

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

In addition to the open access collection, a considerable number of Chemistry books and journals are kept in off-site storage: these are available for consultation by readers on a next-day basis.

* + 1. **Special collections**

UCL's Chemistry collections include a number of rare, pre-1850 imprints, including important works by Priestley, Boyle, Davy and others.

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

Useful material relating to Chemistry may be found in the Physics, Engineering and Earth Sciences collections. Secondary material on the history of Chemistry and material on the philosophy of Chemistry is housed in the History of Science collection.

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

. The collections of the British Library at St. Pancras are available to members of the public with a valid research need, so the collection is open to staff, research students and taught course students. Students may be asked to provide details of the material they wish to consult.

**Section 2 Acquisition**

**2.1. Responsibility for selection**

The day-to-day selection of materials for the Chemistry collection is the responsibility of the Library’s Subject Librarian for Chemistry. Selection will be carried out in conjunction with the Departmental Library Representative for the Chemistry Department. Ultimate responsibility for collection management rests with the Director of Library Services.

* 1. **Subjects collected**
		1. **Books**

Library Services collects books in all areas of modern and experimental Chemistry. Books are collected in support of both teaching and research.

* + 1. **Journals**

The Chemistry journal collection is primarily for research and education for undergraduate and postgraduate scientific research. Library Services aims to subscribe to the core journals in organic, inorganic, physical, theoretical, medicinal and computational chemistry. Currently, there are approx. 1978 e-journals.

* 1. **Acquisition priorities**
		1. **Books**

The purchase of volumes required in support of teaching is given priority. Copies of all books which are recommended texts for courses given in the Chemistry Department are purchased by Library Services.

The remainder of the annual Chemistry book budget, a substantial portion is given over to the acquisition of volumes published in series which are considered to be of high research value. The list of series to be acquired in this way will be reviewed from time to time by the Subject Librarian for Chemistry in consultation with the Departmental Library Committee for Chemistry. Where funds permit, additional material is purchased on the recommendation of members of staff and researchers in the Chemistry Department. Any remaining funds are used to acquire research-level material, selected by the Subject Librarian.

* + 1. **Journals**

Priority will be given to the maintenance of existing subscriptions. The Department of Chemistry will periodically be asked to review the Library's Chemistry journal subscriptions to ensure that subscriptions remain relevant to current research interests.

Library Services will make every effort to fund new journals as new titles are published or as new research interests develop within the Department. Presently any new titles must be funded either by the cancellation of existing subscriptions to an equivalent value.

The high rate of inflation of STM journals prices may mean that occasional cancellations are required: in such cases the Library will endeavour to arrange full consultation with the Chemistry Department. The journals holdings of other regional libraries will be taken into consideration when subscriptions are reviewed.

* 1. **Level**
		1. **Books**

Books are collected in support of both teaching and research.

* + 1. **Journals**

The Chemistry journals collection is primarily a research collection, but also serves for teaching.

* 1. **Language**

Material will normally be collected in English, but important works in any other language may also be collected.

* 1. **Format and medium**

Material in the following formats will be considered for collection:

* print
* electronic-only, including stand-alone CD-ROM and web-based resources
* print with supplementary CD-ROM or web resources
* video

CD-ROMs may be purchased for loan, but Library Services cannot guarantee to be able to make such CD-ROMs available over the UCL network.

* 1. **Collaborative collecting agreements**

No formal collecting arrangements with other libraries are in place.

* 1. **Multiple copies**

Most 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 lecturers on the adequacy of Library provision in Chemistry for taught courses is encouraged.

* 1. **Donations**

Donations will be accepted for the Chemistry collection subject to the criteria outlined in the Library's Donations policy.

**Section 3 Retention and preservation policies**

**3.1. Review of the collection**

The open access Chemistry collection will be reviewed annually for decisions on retention, relegation to store and disposal. These decisions are the responsibility of the Subject Librarian for Chemistry, although the advice of members of UCL Chemistry Department may from time to time be sought.

* 1. **Use of open access space**
		1. **Books**

In general, the Library will aim to house the most highly-used books on the open shelves. The most recent edition of such books will be kept on open access; earlier editions may be removed.

* + 1. **Journals**

Recent volumes of journals to which a current subscription is held, and which are not available electronically, will be housed on the open shelves. Journal volumes will be removed from the shelves when they become available electronically or when the Library's subscription ceases. Back runs of journals may from time to time be removed from the shelves in order to accommodate more recent volumes.

* 1. **Relegation**

**3.3.1. Books**

Research material relegated from the open shelves will be retained in store rather than discarded (except where it has been superseded by later editions, in which case it may not be retained). Superseded textbooks and other out-of-date teaching materials will be discarded.

**3.3.2. Journals**Journal volumes will normally be removed from the shelves when they become available electronically or when the Library’s subscription ceases. Back runs of journals may from time to time be removed from the shelves in order to accommodate more recent volumes.

1. **Retention and disposal**

Material removed from the open shelves may be retained in store or discarded.

* Normally no more than one copy of any book or journal volume will be retained in store.
* Superseded text books will usually be discarded. Research level books may be retained in store.
* Journals for which we maintain a current print subscription will be retained in store, in the first instance, when removed from the open shelves.
* All material retained in store will subsequently be reviewed for decisions on disposal.
* Back runs of journals which have ceased collection will usually be discarded.
* Material which Library Services deems to be valuable, rare or unique will not be considered for 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 policy will be reviewed and approved by the Chemistry Faculty Library Committee.

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