**Collection Management Policy for Dutch**

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

* 1. Purpose and description
		1. The primary purpose of the Dutch collection at UCL is to support the teaching and research of the Department of Dutch at UCL, and related teaching and research in other departments, including the interdisciplinary MA in the Dutch Golden Age.
		2. As a collection of national and international significance it is an important resource for researchers from throughout the UK and overseas.
	2. Readership and access

Readership includes:

* + 1. Staff and students of UCL. Due to the demands placed on the collection, access by undergraduate and taught postgraduate 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.
		2. Academic staff and researchers from other institutions are welcome to make use of the collection at any time.
	1. Description and holdings
		1. The Dutch collection has been housed at UCL since 1984, when it was moved, along with the teaching department, from Bedford College, following the decision to amalgamate the latter with Royal Holloway College. It is the UK’s finest Low Countries studies collection outside the British Library, its importance acknowledged by the continuing financial support of the Nederlandse Taalunie (Dutch Language Union) and by a major grant from HEFCE in 1995-99.
		2. Approximate number of volumes held (books): 15,000
		3. Summary statement of coverage
			1. Monographs: The main subjects covered are: Dutch language and linguistics; Dutch and Flemish literature from mediaeval to modern; social, political and economic history of the Low Countries and their former colonies and trading companies. There is also material on the arts, especially art and architecture, on geography, Frisian and Afrikaans.
			2. Number of current periodical titles taken: approximately 25 (other relevant titles may be included in ejournal packages)
			3. Databases: Databases specific to Dutch include Digitale bibliotheek voor de Nederlandse letteren, a collection of digital full-text primary and secondary information on Dutch language and literature and its historical, societal and cultural context; and LiteRom, Book reviews on literature in Dutch, published in Dutch and Flemish journals from 1900 onwards.
			4. Other resources: some material is held in CD format
		4. Current location: Main Library, 2nd floor, South end
		5. Material held off site: Approximately 6,500 volumes of books are held in the offsite Store; most journals are also held in Store.
		6. Special collections: All pre-1850 material, and other rare or valuable material, is held at UCL Library Special Collections
		7. Relationship to other collections in UCL: Other collections within UCL Library which either include significant amounts of relevant material or support aspects of the Department’s teaching and research are: History, History of Art, Literature, Humanities Periodicals, Classics (for mediaeval Latin) and Linguistics.
		8. Relationship to collections outside UCL:
* The British Library has a strong collection of Dutch materials.
* The Library of the Institute for Historical Research holds an array of historical resources for the history of the Low Countries, with extensive holdings of primary sources and an assortment of archival guides and bibliographies.
* The Warburg Institute Library has a strong collection in Renaissance culture in all its aspects.

**Section 2 Acquisition**

1. Responsibility for selection: The subject librarian for Dutch within the framework of the Collection Management Policy undertakes selection of materials, in close liaison with the Dutch Department. Recommendations are always welcomed from staff and students. Final responsibility for collection management lies with the Director of Library Services.
2. Subjects collected: Material is collected on all aspects of Low Countries studies, including Dutch language and linguistics; Dutch and Flemish literature; and history of the Low Countries and former Dutch and Belgian colonies. In addition, material is also collected on Afrikaans and Frisian language and literature.
	1. Acquisition priorities: The Library aims to acquire all materials necessary to support the taught courses offered by the Dutch Department. This includes background as well as primary materials, and recognises the fact that little support is available for undergraduates in other collections. The Library also acquires material to support the interests of research students and academic staff and to maintain existing strengths in the collection.
	2. Level: Undergraduate, postgraduate and research level
	3. Language: Material is collected primarily in Dutch and English, with some in German and French where relevant.
	4. Format and medium: Material is collected mostly in printed form, but also in electronic and audio-visual formats. Electronic format is preferred for reference books and teaching material where multiple copies are required.
	5. Collaborative collecting agreements: There are no formal agreements in place at present
	6. Multiple copies: These will be obtained when demand is high on taught courses.
	7. Donations: Donations will be accepted for the Dutch collection subject to the criteria outlined in the Library Services Donations Policy.
	8. Exchange and deposit arrangements: No formal arrangements are in place; duplicates may be exchanged with other libraries on an informal basis.
	9. Exclusions - material not collected: No aspect of Low Countries academic study is ruled out, provided material falls within the scope of a UCL collection.

 **Section 3 Retention and preservation policies**

1. Review of the collection

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

1. Use of open access space

In the humanities, the boundary between “teaching” and “research” materials is often blurred, and the Department is keen that undergraduates should have access to a wide range of materials for browsing. It is recognised, however, that priority will be given to high and medium use material in the allocation of space.

1. Relegation

Items meeting the following criteria may be relegated to store:

• Low use material

• Material in poor physical condition

• Material available in electronic format

• Duplicate material, unless required for taught courses

1. Retention and disposal

Material is not normally discarded; however, where material is relegated to store, only one copy will be retained, any additional copies of identical editions being disposed of unless required for future teaching. Damaged material is disposed of if it can be replaced.

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**

This policy will be reviewed and approved periodically by the Subject Librarian and the Dutch Department.

Last reviewed 2003