**Collection Management Policy: Earth Sciences**

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

* 1. **Purpose and description**

The purpose of the Earth Sciences collection is to support the teaching and research of UCL’s Department of Earth Sciences. The Earth Sciences collection also accommodates relevant materials in support of the teaching and research of other UCL Departments, notably in the broad field of Earth Science, which includes aspects of chemistry, physics, oceanography, climatology, archaeology, and geography.

* + 1. **UCL departments covered by the collection**

**Environmental Geochemistry** (i.e., source, source, transport, and fate of solutes, sediments, and minerals, in and through the Earth’s terrestrial hydrosphere and surface environment, with an emphasis on substances that cause environmental harm. A current emphasis is arsenic pollution.

**Dynamics and Evolution of the Crust** (i.e., mechanical, physical and transport properties of Earth’s crust, the transfer of matter and energy from and to other elements of the Earth system – atmosphere, hydrosphere, cryosphere and mantle). Research includes experimental rock physics, field observation and measurement, ship-based geophysical and analytical and numerical modelling measurements.

**Natural Hazards** (i.e.,mechanisms and processes that underpin natural hazards, the prediction, forecasting and monitoring of hazardous geophysical events, and community preparedness via effective early warning, risk communication and improved hazard and risk perception). Research focus includes geophysical hazards and to transfer this knowledge to practical end users, including government committees and working groups, humanitarian agencies, emergency and civil protection managers and insurance professionals.

[**Palaeoclimate, Palaeobiology, and Palaeoenvironments**](http://www.ucl.ac.uk/es/research/areas/paleo) **(i.e.,** study of sediment and fossil archives using complimentary techniques (stratigraphy, sedimentology, geochemistry, palaeontology) and shared laboratories.

**Polar Climate Modelling and Change** (i.e.,role of the cryosphere in Earth’s present climate. The work is pursued through fluid-dynamic and thermodynamic theory, laboratory experiments, computer models, field experiments and satellite observation).

**Dynamics and Evolution of the Earth and Planets** (i.e.,areas spanning the Earth’s inner core, outer core, lower mantle, upper mantle, the lithosphere, the surfaces and interiors of the Moon, Mars and Venus, meteorites, and, more recently, the evolution and interiors of the icy moons such as Titan. The overarching rationale is to understand the properties, behaviour and evolution of the Earth and the other planetary bodies, and their place within the solar system).

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

The main readership of the Earth Sciences collection is UCL students (undergraduate and postgraduate) and UCL staff. The collection also functions as the library of the Geologists' Association and is used by its members.

* + 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 Earth Sciences collection covers all areas of Earth Sciences, and has a large coverage of regional and historical interest.

* + 1. **Monographs**

The open access book collection consists of approximately 6,000 print volumes. The books serve in the main to support teaching and research activity in the Department of Earth Sciences. The collection is housed in the Science Library as the Geoscience Periodicals collection, which integrates Library Services’ print holdings in geology and physical geography. In addition to the open access collection, a considerable number of Earth Sciences 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 1050 electronic journal titles in Earth Sciences for the benefit of UCL staff and students.

Books and journals which are owned by the Geologists' Association are integrated with UCL Library Services' own stock of books and journals.

* + 1. **Maps**

The Library holds a collection of around 4000 geological maps. Coverage is worldwide in scope but not comprehensive. The map collection is owned by the Geologists' Association. By agreement with the Geologists' Association, Library Services is able to arrange access to the collection for members of UCL's Department of Earth Sciences, but requests for access from others are dealt with by the Honorary Librarian of the Geologists' Association.

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

Library Services has on-line subscriptions to GeoRef, GEOBASE, EI Compendex, SciFinder, SCOPUS and Web of Knowledge (i.e., Web of Science) . The Library also receives Mineralogical Abstracts in print.

* + 1. **Current location**

The Earth Sciences book collection and the most recent Periodicals collection are housed in the Science Library.

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

In addition to the open access collection, a considerable number of Earth Science 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 geology collections include a number of items of historic value, including rare, pre-1850 imprints. The Johnston-Lavis collection of some 900 early works on vulcanology is particularly important and includes 58 pre-1640 imprints. A small amount of unpublished material is held, including the papers of HJ Johnston-Lavis, George Bellas Greenough, and Sir Arthur Smith-Woodward.

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

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

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

The Libraries of the Natural History Museum, The British Library, and the Geological Society of London have excellent coverage in the Earth Sciences, and Library Services expects that UCL researchers will make use of these collections. Collections of the British Library St.Pancras are available to members of the public with a valid research need, so the collection is open to taught course students. These may be asked to provide details of materials they wish to consult..

**Section 2 Acquisition**

**2.1. Responsibility for selection**

The day-to-day selection of materials for the Earth Sciences collection is the responsibility of the Library’s Subject Librarian for Earth Sciences. Selection will be carried out in conjunction with the Departmental Library Representative from the Department of Earth Sciences. 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 Earth Sciences. Books are collected in support of both teaching and research.

* + 1. **Journals**

The Library aims to subscribe to the core journals in Earth Sciences that are relevant to research in Earth Sciences at UCL. These may broadly be characterised as follows:

* Physics of Earth and planetary-forming materials
* Palaeoenvironments
* Polar climate modelling and change
* Evolution of the crust and lithosphere of the Earth and terrestrial planets
* Applied and environmental Earth Sciences
* Hydrogeology
* Geochemistry
  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 Earth Sciences Department are purchased by Library Services.

The remainder of the annual Earth Sciences 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 Earth Sciences in consultation with the Departmental Library Committee for Earth Sciences. Where funds permit, additional material is purchased on the recommendation of members of staff and researchers in the Earth Sciences 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 Earth Sciences will periodically be asked to review the Library's Earth Sciences 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 Earth Sciences 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**

Earth Sciences journals collection is primarily a research collection, but also serves for undergraduate and graduate 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 in on the adequacy of Library provision in Earth Sciences for taught courses is encouraged.

* 1. **Donations**

Donations will be accepted for the Earth Sciences 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 Earth Sciences collection will be reviewed annually for decisions on retention, relegation to store and disposal. These decisions are the responsibility of the Subject Librarian for Earth Sciences, although the advice of members of UCL Earth Sciences Department may from time to time be sought. The advice of members of other relevant UCL Departments and of representatives of the Geologists' Association may also 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. Material removed from the open shelves may be retained in store or discarded. Material deposited by the Geologists' Association is owned by the Association, and Library Services will not dispose of any Geologists' Association-owned stock without the consent of the Association's Honorary Librarian.

* 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 we 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 Earth Sciences Faculty Library Committee.

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