**Collection Management Policy for Economics**

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

**1.1 Purpose** **and description**

The primary purpose of the Economics collection is to support the teaching and research of UCL’s Department of Economics. The Economics collection also accommodates relevant materials in support of the teaching and research of other UCL Departments, especially the History, Geography, Public Policy, Anthropology, Management and Mathematics departments, and the Faculty of Law and the Faculty of the Built Environment.

**1.2 Readership & access**

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

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

**1.2.3.** Due to the high demands placed on the collection, access by students from other institutions is restricted. University of London students are given reference access (temporary variations to normal access policy apply April-June) but those from other universities are excluded except during UCL vacation periods.

**1.3 Description & holdings**

**1.3.1** There are over 10,000 volumes on the open shelves.

**1.3.2.1** The collection supports the undergraduate and postgraduate teaching carried out by the Department of Economics. It also supports the interests of academic staff and research postgraduates, as well as the research elements of the taught courses. As such, the collection is especially well-developed in general textbooks on microeconomics, macroeconomics and econometrics. Particular strengths also include development economics, international economics, environmental economics, industrial economics and financial economics.

**1.3.2.2** The print journals collection is located on the mezzanine level above the main sequence of the Economics book collection. Only the current year is kept on the open shelves, with back issues sent to Store. The sequence is divided into 3 sections: annual reports [of central banks], statistical series and periodicals. The sequence consists of over 100 current print subscriptions. The Library also subscribes to a large number of electronic journal titles in Economics.

**1.3.2.3** The Library provides access to the major indexing & abstracting databases in economics, including the Web of Science, SCOPUS and EconLit – the American Economic Association’s electronic bibliography. As well as ABI/INFORM, Business Source Complete and JSTOR journal archives, there is a growing collection of data databases, including ICPSR, ICRG Researcher's Dataset - Table 3B, OECD iLibrary, Passport and 3 Bureau van Dijk databases for company information: FAME, Amadeus and Osiris.

**1.3.3** The Economics book collection and current periodicals are located on the 1st floor, south corridor in the Main Library.

**1.3.4** There is also a substantial amount of less well-used material held in Store, including older journal volumes. Such material is usually available for next-day consultation on request.

**1.3.5** Any particularly old or rare material is held by the Special Collections department currently located at The National Archives, Kew.

**1.3.6 Relationships with other collections within 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, Geography, Public Policy, Anthropology, Management and Mathematics departments, and the Faculty of Law and the Faculty of the Built Environment.

 **1.3.7 Relationship with other collections outside UCL**

Formal relationships with other libraries do not exist, however, UCL staff and students make good use of collections, resources and services at The British Library, LSE Library and Senate House Library.

**2. Acquisition**

**2.1 Responsibility for selection**

Selection of materials is undertaken by the subject librarian for Economics within the framework of the Collection Management Policy. There is also a close liaison with the Departmental Library Representative and other members of the academic department. Recommendations are always welcomed from staff and students. Final responsibility for collection management lies with the Director of Library Services.

* 1. **Subjects collected**

Material is collected on all subjects taught as part of the undergraduate and postgraduate programmes offered by the Department of Economics. Library Services collects material in most areas of Economics, with special emphasis on: Macroeconomics, Microeconomic theory, Labour economics, Econometrics, Industrial organization, Development and growth, Environmental economics, Public economics, Microeconomic analysis of public policy, Economics of education, and Economics of ageing.

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

Material on the history of economics is housed in the History collection and is mostly purchased out of the Library funds allocated in support of the Department of History. Occasional purchases are made in these areas from the Library's Economics funds.

**2.3 Priorities**

Priority is given to acquiring all materials necessary to support the undergraduate and postgraduate courses. If funds allow material is acquired to support the research interests of the Department and maintain the existing strengths in the collection

* 1. **Level**

Material is collected at undergraduate and taught postgraduate level. Research level material is collected as funds allow and in collaboration with academic members of staff.

* 1. **Language**

Material is collected primarily in English, but important works in other West European languages may also be collected.

* 1. **Format & medium**

Material is still chiefly collected in print format but where appropriate - e.g. to support the requirements of a popular reading list - items in electronic format will be purchased if available. The preferred format for journals is now electronic where possible.

* 1. **Collaborative collecting agreements with other libraries**

The regular meetings of the University of London Social Sciences Librarians group– attended by representatives from all the major academic institutions in London with an interest in economics and the social sciences more broadly – allow for a collaborative collection management approach to specialist material in this field. However, there is no formal agreement in place.

* 1. **Multiple copies**

Multiple copies of core texts and other books marked as essential on reading lists will be acquired using the dedicated book fund and according to the formula detailed in the generic Collection Management Policy. If possible, items in electronic format will be purchased to increase availability of material.

* 1. **Donations**

Donations will be accepted for the Economics collections subject to the criteria outlined in the Library Services Donations Policy.

**2.10 Exchange & deposit arrangements**

None in place

**2.11 Material not collected**

Except in certain circumstances, material of a non-academic level is not purchased

**3 Retention and preservation policies**

* 1. **Periodic review of the printed collection**

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

* 1. **Open access material**

Newly acquired items and items of high or medium use will usually be given space on the open shelves. Important series e.g. *Handbuch der klassischen Altertumswissenschaft* will also be maintained together on the open shelves.

* 1. **Relegation**

Any material may be relegated to store at the discretion of the subject librarian. Low use material will be relegated to store where necessary to accommodate more frequently used material on the open shelves.

* 1. **Retention and disposal**

Superseded editions of undergraduate textbooks are disposed of. (Earlier editions of current economics textbooks may be retained on the open shelves while their content is still relevant and while there is demand for additional copies.) Other material will be retained unless it is judged to be of little value to future scholarship, in which case it will be disposed of. Research-level collections will be retained. Where material is relegated to Store only one copy will be retained; any additional copies will be disposed of.

* 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.

**This policy will be reviewed periodically by the Subject Librarian, in consultation with the Economics Department Library Committee.**

Kieron Jones

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