**Collection Management Policy: Engineering**

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

* 1. **Purpose and description**

The main purpose of the Engineering collection is to support the teaching and research of 5 of the Departments in UCL’s Faculty of Engineering Sciences, namely the Departments of Biochemical Engineering, Chemical Engineering, Civil Environmental and Geomatic Engineering, Electronic and Electrical Engineering, and Mechanical Engineering. The Engineering collection also accommodates relevant materials in support of the teaching and research of other UCL Departments, notably the Departments of Computer Science, Earth Sciences, Physics and Astronomy, Space and Climate Physics, Mathematics, and Medical Physics and Bioengineering as well as the London Centre for Nanotechnology.

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

The main readership of the Engineering 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 Engineering collection covers all areas of engineering and applied science.

* + 1. **Monographs/serials**

The open access book collection consists of approximately 18,000 print volumes. The books serve in the main to support teaching and research activity in UCL's Faculty of Engineering Sciences. The collection is shelved in the Science Library. The Library also provides access to a range of electronic books for engineering, including Knovel, a significant collection of engineering books.

* + 1. **Periodicals**

The print journals collection consists of 82 current print titles. The Library also provides access to around 3000 electronic journal titles in Engineering for the benefit of UCL staff and students.

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

Library Services has on-line subscriptions to several relevant indexing and abstracting databases: Compendex (Engineering Village), Construction Information Service, INSPEC, Marine Technology Abstracts , MathSciNet, Science Citation Index (Web of Science) and Scopus. The Library also subscribes to four significant full-text on-line datasets: British Standards Online, IEEE Xplore, ASTM Standards and the SPIE Digital Library.

* + 1. **Current location**

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

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

In addition to the open access collection, a considerable number of Engineering 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 Library holds a small number of special collections relating to Engineering, including notebooks, papers and 500 volumes of books bequeathed by Sir Ambrose Fleming.

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

Useful material relating to Engineering may also be found in the Computer Science, Mathematics, Physics, Chemistry, Medical Sciences and Geology collections. Secondary material on the history of Engineering and material on the philosophy of technology is housed in the History of Science collection.

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

All members of the Faculty of Engineering Sciences at UCL are eligible for free membership to the Institution of Structural Engineers Library. The IMechE’s Library and Information Service is open to all members of the Department of Mechanical Engineering.

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**

1. **Responsibility for Selection**

The subject librarian for Engineering, within the framework of the Collection Management Policy undertake selection of materials, in close liaison with the Departments. Recommendations are always welcomed from staff and students. Final responsibility for collection management lies with the Director of Library Services.

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

Library Services collects books in all areas of engineering and applied science.

* + 1. **Journals**

The Engineering journals collection is primarily for research, but serves also for undergraduate and postgraduate teaching. The Library aims to subscribe to the core journals in the areas currently researched by the Faculty of Engineering Sciences at UCL, which may broadly be characterised as follows:

* Biochemical engineering
	+ biocatalysis; metabolic engineering; downstream bioprocessing; new medicines; tissue engineering; fast monitoring of bioprocesses; translational stem cell research; biomaterials, fermentation, synthetic biology, sustainability, microfluidics, tissue engineering
* Chemical engineering
	+ multiphase systems; chemical and catalytic reaction engineering; computer-aided process engineering; CO2 reduction technology; sustainable advanced manufacturing
* Civil, environmental and geomatic engineering
	+ structural engineering; soil mechanics; concrete technology; environmental engineering; environmental fluids and coastal engineering; transport studies; nonlinear dynamics; remote sensing; industrial metrology and close range photogrammetry; GPS, geodesy and navigation; photogrammetry, cartography and digital mapping; geographical information systems
* Electronic and electrical engineering
	+ Electronic materials and devices; optoelectronics and optical networks; photonics; microwaves, radar and optics; telecommunications, networks, circuits and systems; nanotechnology
* Mechanical engineering
	+ Thermopower and turbomachinery; nondestructive testing and robotic inspection; naval architecture and marine engineering; defence systems engineering; composite structures; refrigeration and air conditioning; bioengineering
	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 Engineering Departments are purchased by Library Services.

The remainder of the Engineering book budget is given over to research-level material. Such material is purchased selectively. Priority will be given to works on those areas listed at 2.2.

The Library will endeavour to purchase any item recommended by members of staff and researchers in the Engineering Departments.

* + 1. **Journals**

Priority will be given to the maintenance of existing subscriptions. Departments will periodically be asked to review the Library's 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 Departments. Presently any new titles must be funded 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 Engineering Departments. 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 Engineering journals collection is primarily for research, but serves also for undergraduate and postgraduate teaching.

* 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-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 for taught courses in the Engineering Departments is encouraged.

* 1. **Donations**

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

**Section 3. Retention and preservation policies**

1. **Review of the collection**

The open access Engineering collection will be reviewed annually for decisions on retention, relegation to store and disposal. These decisions are the responsibility of the Subject Librarians for Engineering, although the advice of members of relevant UCL Departments 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**
	* 1. **Books**

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

* + 1. **Journals**

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. **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 engineering 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**

This policy will be reviewed and approved periodically by the Engineering Faculty Teaching Committee.

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