**Collection Management policy for German Studies is divided into three sections:**

Section 1: description of the collection

Section 2: acquisition priorities and all factors which are considered in and govern acquisitions decisions

Section 3: retention and preservation policy

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

* 1. Purpose and description

The main purpose of the German collection is to support the teaching and research needs of the Department of German. Its subsidiary function is to support other departments within UCL which require materials on the German-speaking countries.

* + 1. UCL departments covered by the collection (research groups if known and significant)

The collection mainly support the Department of German, there is however some overlap in scope with the Department of History and with Translation Studies part of the Centre for Multidisciplinary & Intercultural Inquiry (CMII)

* + 1. Any broader role

No broader role relevant to this collection

* 1. Readership and access
     1. UCL

The main readership, of the German collection, is UCL undergraduate and postgraduate students and staff, and the collection management policy is determined primarily by their needs.

* + 1. External readership

University of London students and staff: on a reference basis only or limited borrowing, depending on their level. Students and staff from other UK universities and overseas universities can also consult the collection.

* + 1. Any special access arrangements or restrictions

During the exam period access by students from other institutions may be restricted. These restrictions do not apply to visiting academics and researchers.

* 1. Description and holdings

Most of the collection is housed in the North end of Main Library in the Wilkins Building site, the remainder at the Wickford store. The collection consists of approximately 16,594 books of primary and secondary materials and some 80 German periodicals. Material published before 1850 is kept in the Special Collections store in Kew. The open-access books are arranged according to UCL’s own classification scheme.

* + 1. Approximate number of volumes held

See breakdown of holdings below

* + 1. Summary statement of coverage:

A wide range of monographs and of miscellanies such as conference proceedings and Festschriften is held, covering the BA and MA subjects taught by the Department.

The major areas are from medieval to the contemporary German culture and literature, Germany’s post-war literature and history, German identity, East Germany culture, literature and history, translation and Film studies.

* + 1. Monographs: There are around 16,594 monographs housed between the Main library and the Store sites, with the majority of items on the open-access shelves. The collection also contains number of E-books, purchased as part of subject specific packages or on individual title basis.
       1. Periodicals: around 80 German print periodicals in print and around 2000 interdisciplinary Literature, Language and Linguistics e-journals
       2. Databases: There are 16 subject specific databases and full text resources, available to students and staff. Electronic resources can be accessed remotely by UCL students and staff.
       3. Other resources: around 400 audio-visual items such as DVDs and videos, which includes German studies materials.
    2. Current location

The German collection currently resides on the 2nd Floor at the end of the North Corridor in the Main Library.

* + 1. Material held off site

Material held in off-site storage at Wickford can be returned for consultation and loan at 24 hours notice.

* + 1. Special collections

All pre-1850 material is held by the Special Collections department in Kew. Further information is available from Special Collections about German materials held.

* + 1. 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: Literature, History, Art (including film studies), Linguistics, Economics, Philosophy, Psychology and Arts Periodicals. The German collection is of importance to students of interdepartmental Literature courses.

* + 1. Relationship to collections outside UCL

Taught-course students require access to the collections at Senate House, for subjects outlined above, and for music, palaeography, social studies and politics. For research students and staff, the Germans Studies Library at Senate House is essential for its holdings on German language and literature. The British Library, the Warburg Institute and are also vital. The Institute of Historical Research at Senate House and The German Historical Institute London hold important collections on German history.

**Section 2 Acquisition**

1. Responsibility for selection

Within the framework of the Collection Management Policy, the Subject Librarian for German Studies undertakes selection of materials in close liaison with the Department and, funds permitting, acts on suggestions from relevant academic staff and students. Material is, also, selected using a variety of sources including publishers’ catalogues, national bibliographies and reviews. Final responsibility for collection management lies with the Director of Library Services.

1. Subjects collected

Material is bought on any aspect of German studies. Some of the subjects collected include: from medieval to the contemporary German culture and literature, Germany’s post-war literature and history, German identity, East Germany culture, literature and history (shared with SSEES), translation and film studies. Requests from academic staff for the purchase of other material will be passed to the relevant Subject Librarian for consideration.

* 1. Acquisition priorities

The Library aims to acquire all materials necessary to support the taught courses offered by the Department. This includes background as well as primary materials, that is secondary and core readings as listed on the reading lists and according to the multiple copies as illustrated in 2.8. Material for research and teaching stall is also purchased as funds allow.

* 1. Level – undergraduate, postgraduate, research, teaching

Material is collected at undergraduate, taught postgraduate level and research level as funds allow.

* 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

Printed and electronic material is bought as well as DVDs and language CDs.

* 1. Collaborative collecting agreements

Discussion may take place with the British Library before expensive research material is bought for the collection; however, it is recognised that the BL and UCL are serving different user groups and that some duplication of holdings is desirable.

* 1. Multiple copies

While different editions of core texts are bought and retained, normally only a single copy of each is obtained as it is generally expected that students will acquire their own copies. However, multiple copies of critical material and of texts which are difficult to obtain may be bought as funds allow.

* 1. Donations

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

* 1. Exchange and deposit arrangements

Material is received in exchange for the Publications of the English Goethe Society and German Life and Letters. Duplicates of books are offered by and to other libraries on an informal basis.

* 1. Exclusions - material not collected

No aspect of academic German studies is ruled out, provided material falls within the scope of a UCL collection. Material not on language and literature will be offered for housing within the appropriate collection.

**Section 3 Retention and preservation policies**

1. Review of the collection

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

1. Use of open access space

Although there is no set policy or list of priorities for use of open shelf space, high and medium use material will have preference in the allocation of space. Additionally, as the Department is keen that undergraduates should have access to a wide range of materials for browsing “teaching” and “research” materials share the open shelf space, with no distinction of type or level.

1. Relegation

Any material may be relegated to store at the discretion of the Subject Librarian. Low use material will be removed from the open shelves to accommodate more frequently used material. (See 3.2)

1. Retention and disposal

Only one copy will be retained of material relegated to store. Additional copies of identical editions will be disposed of unless required for future teaching. Until formal and binding collaborative retention agreements are entered into, no consideration will be given to the holdings of neighbouring libraries in making retention and disposal decisions. Those items, such as grammars and dictionaries which are published in updated editions, will be disposed of unless they are of historical interest. Material in poor condition will be replaced if possible.

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 and approved periodically by the Subject Librarian and the German Department.

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