**Collection Management Policy: Information Studies**

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

* 1. **Purpose and description**

The primary purpose of the Information Studies collections is to support the teaching and research of UCL’s Department of Information Studies (DIS): this includes the postgraduate courses in Archives & Records Management, Digital Humanities , Information Science, Library & Information Studies, and Publishing; and elements of the undergraduate courses in Information Management for Business and Arts and Sciences (BASc programme). The collections also support research within the Department of Information Studies including the Centres for Publishing and Digital Humanities, ICARUS (International Centre for Archives and Records Research and User Studies) and KOARG (Knowledge Organization and Representation Group). The Librarianship collection also accommodates relevant materials in support of the teaching and research of other UCL Departments, notably the Department of Computer Science.

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

The main readership of the Librarianship and Archive Studies collections is UCL students (undergraduate and postgraduate) and UCL staff.

* + 1. **External readership**

Due to the demands placed on the collections, 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. **Any special access arrangements or restrictions**

No special arrangements or restrictions are in place.

* 1. **Description and holdings**

The collections consist of print material, held as part of the Archives and Librarianship collections in the Science Library, and additional electronic materials. Coverage extends across the full range of Information Studies as taught and researched at university level, although its development has reflected trends in teaching and research at UCL.

* + 1. **Approximate number of volumes held**

The book collection consists of approximately 9500 print volumes. We hold volumes of approximately 200 periodicals titles in print, of which approximately 70 are current subscriptions on open access.

* + 1. **Summary statement of coverage** 
       1. **Monographs/serials**

The book collections consist of approximately 8000 print volumes in the Librarianship sequence (incorporating Digital Humanities, Information Science, and Publishing), and about 1500 volumes in Archive Studies and Palaeography. They support the postgraduate and undergraduate teaching carried out by the Department of Information Studies. They also support the interests of academic staff and research postgraduates, as well as the research elements of the taught courses. The print collection is supplemented by a growing collection of electronic books including individually selected titles from the Facet, Ashgate and Chandos publishers as well as access to large ebook databases such as Safari (covering Computing, IT, and Business & Management).

* + - 1. **Periodicals -number of current periodical titles taken**

The journals collections consist of approximately 550 electronic journals, plus 71 current print subscriptions. These are housed in the Science Library. A significant number of the print titles are also available as electronic journals.

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

The journals collection is supplemented by on-line subscriptions to several indexing and abstracting databases with relevance to Information Studies, including LISA, Library and Information Science Source, INSPEC, Scopus and Social Sciences Citation Index (Web of Science).

* + 1. **Current location**

The Archives and Librarianship collections are housed in the Science Library, and the Palaeography collection is in the Main Library.

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

In addition to the open access collection, some material is kept in off-site storage. Older issues of journals, journal parts available electronically, and other less well-used material from the Information Studies collection may be held in Library Services’ Store. Such material is usually available for next-day consultation on request.

* + 1. **Special collections**

Material held at UCL’s Special Collections is used in the teaching of the Historical Bibliography module. Other students may find the rare books and archives collections useful.

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

Useful material relating to Information Studies may also be found in the History, Computer Science, English and Management collections.

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

UCL staff and students have access to good collections of reference material at Senate House Library; and the Palaeography Room is of central importance to students in Archive Studies. 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. Taught course 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 Information Studies within the framework of the Collection Management Policy undertakes selection of materials, in close liaison with the Department. Recommendations are always welcomed from staff and students. Final responsibility for collection management lies with the Director of Library Services.

1. **Subjects collected**

Library Services collects material in most areas of Librarianship, Information Studies and Archive Studies. Special interests include:

* Artificial intelligence
* Cataloguing and classification
* Collection management and preservation
* Database systems analysis and design
* Digital resources in the humanities
* Encoded archival description and digitisation of archives
* Historical bibliography
* Information sources and retrieval
* Internet governance
* Internet technologies
* Knowledge organization
* Library services to children and young people
* Linguistic computing
* Preservation management
* Publishing
  + scholarly communication
  + children’s publishing
  + electronic publishing
  + journal publishing
  + textbook publishing
  + trade publishing
  + sales and marketing
* Programming and database querying
* Records management and electronic records management
* Server programming and structured data
* Web publishing
* XML
  1. **Acquisition priorities**

The purchase of volumes required to support teaching is given priority. Copies of all books which are recommended texts for Department of Information Studies courses are purchased. Research materials are purchased as funds allow.

* 1. **Level**

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

* 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 is collected in both print and electronic formats. Particular priority is given to establishing electronic access to materials, with offsite access enabled wherever possible, because of the increasing number of part-time students who need to work remotely from UCL, and a general growth in demand for working from home.

* 1. **Collaborative collecting agreements**

There are currently no such agreements in place.

* 1. **Multiple copies**

Multiple copies of core texts and other books marked as essential on reading lists will be acquired as funds allow.

* 1. **Donations**

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

* 1. **Exchange and deposit arrangements**

There are currently no such arrangements in place.

**Section 3 Retention and preservation policies**

1. **Review of the collection**

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

1. **Use of open access space**

Priority will be given to high and medium use material in the allocation of space. Material required for teaching will be retained on the open shelves except where it is duplicated in electronic format, when it may be relegated to store at the discretion of the Subject Librarian. Rarely used research level materials will be removed from the open shelves where necessary to accommodate more frequently used material, while superseded and outdated material will be removed from the open shelves as a matter of course. Periodical titles which have ceased publication or which are no longer subscribed to may be removed from the open shelves. Rare or particularly valuable material will not be held on open access.

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 textbooks are disposed of, although earlier editions of current Information Studies 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. 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.

# Collection Management Policy review procedures and dates

This policy will be reviewed and approved periodically by the Arts and Humanities and Social and Historical Sciences Joint Faculty Library Committee.

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