**Collection Management Policy for London History**

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

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

The purpose of the collection is to support teaching and research undertaken at UCL, primarily but not exclusively by the History Department.

**1.2 Readership & access**

**1.2.1.** The main readership of the London History collection is UCL students (undergraduate and postgraduate) and UCL staff. There are also a significant number of affiliate students and intercollegiate students taking History courses taught at UCL.

**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** The open access collection for London History contains over 5,500 volumes.

**1.3.2.1** The collection supports the undergraduate and postgraduate teaching carried out by the Department of History. It also supports the interests of academic staff and research postgraduates, as well as the research elements of the taught courses.

**1.3.2.2** The sequence consists of approximately 28 current print subscriptions. The Library also subscribes to a number of electronic journal titles in London History.

**1.3.2.3** The Library provides access to a number of databases of relevance to London history, including the Bibliography of British and Irish History, British History Online and the Illustrated London News.

**1.3.3** London History Library is to be found on the 2nd floor of the Main Library in the Wilkins building.

**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**

London History has a close relationship with Special Collections. The Bartlett Library also has extensive materials relating to London history.

**1.3.7 Relationship with other collections outside UCL**

There are no formal agreements with other institutions. Senate House Library for maps, Guildhall Library, the London Metropolitan Archives and local record society publications are also used by students and staff researching the history of London.

**2. Acquisition**

**2.1 Responsibility for selection**

Selection of materials is undertaken by the subject librarian for London History 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**

Books and periodicals are bought primarily to support the teaching programme of the History Department, including support for the requirements in this connection not only of students but also of academic staff. An attempt is made to maintain consistent coverage of all periods and fields of London history, although the emphasis will vary from time to time depending on the interests of members of staff and the special subjects offered.

**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**

There are no formal agreements with other institutions. .

* 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 History 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 London History collection will be reviewed annually for decisions on retention, relegation to store and disposal. These decisions are the responsibility of the Subject Librarian for London History, 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. Priority is given to items needed for teaching purposes. In general, material is retained on the open shelves according to a number of criteria including usage, language, and date of publication. Important series will 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, where they exist, of undergraduate textbooks are disposed of. (Earlier editions of current history 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 History Department Library Committee.**

Kieron Jones

30th April 2014