**Collection Management Policy for Public Policy**

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

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

The primary purpose of the Public Policy collection is to support the teaching and research of UCL’s School of Public Policy. The Public Policy collection also accommodates relevant materials in support of the teaching and research of other UCL Departments, especially the Economics, History, Geography and Anthropology 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 Public Policy 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 almost 4,000 volumes on the open shelves.

**1.3.2.1** The collection supports principally the postgraduate teaching carried out by the School of Public Policy. It also seeks to support the interests of academic staff and research postgraduates, as well as the research elements of the taught courses. There has not been any significant relocation of books into Public Policy from other collections which have previously collected Politics, since much of that material is still seen as relevant to those collections.

**1.3.2.2** A collection of Politics Periodicals has been established by bringing together 15 titles previously located in other collections. For the acquisition of new titles, a policy decision was taken to focus on electronic provision rather than printed copies, and an extensive list of online politics journals has been acquired through various aggregated services.

**1.3.2.3** The Library provides access to major indexing & abstracting databases of relevance to political science, including the Web of Science, SCOPUS and IBSS. Other databases of use include Nexis UK, Foreign Broadcast Information Service Daily Reports, OECD iLibrary, Lexis Library and Westlaw.

**1.3.3** The Public Policy book collection and current periodicals are located on the 2nd 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: Economics, History, Geography and Anthropology 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 Public Policy 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 political theory, political science, public policy, and public administration, with special emphasis on UK, European and international public policy. Material for courses on human rights, legal and political theory, and international public policy also draw heavily on the collections in Law, Economics, Philosophy, Human Rights, and International Relations.

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

**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 taught postgraduate level and research level material as funds allow 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 political science 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 Public Policy 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 Public Policy collections will be reviewed annually for decisions on retention, relegation to store and disposal. These decisions are the responsibility of the Subject Librarian for Public Policy, 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 politics 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 Econo Department Library Committee.**

Kieron Jones

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