**Collection Management Policy: Science & Technology Studies**

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

* 1. **Purpose and description**

The main purpose of the Science & Technology Studies (STS) collection is to support the teaching and research of UCL’s Department of Science & Technology Studies. The Science & Technology Studies collection also accommodates relevant materials in support of the teaching and research of other UCL Departments, notably the Departments of Physics and Astronomy, Chemistry, Mathematics, and the Departments of the Faculty of Engineering Sciences.

* + 1. **UCL departments covered by the collection**
* **History of science** (i.e., history of physics, of biology, of chemistry and of astronomy).
* **Philosophy of science** (i.e., philosophy of physics, of chemistry and of medicine).
* **Science and the media** (i.e., science communication and scientists’ use of the media; public understanding of science; science and journalism).
* **Sociology of science and science policy** (i.e., policies for biotechnology and genetics; 20th-century evolutionary studies; ethics and integrity in scientific research).  
  1. **Readership and access** 
     1. **UCL**

The main readership of the Science & Technology Studies 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**

1. The Science & Technology Studies collection covers material on the history and philosophy of science, and social studies of science. It has strong historic coverage of the history and philosophy of the pure sciences.
   * 1. **Monographs**

The open access book collection consists of approximately 7,000 print volumes. The books serve in the main to support teaching and research activity in the Department of Science & Technology Studies. The collection is housed in the Science Library. In addition to the open access collection, a considerable number of Science & Technology Studies books and journals are kept in off-site storage: these are available for consultation by readers on a next-day basis.

* + 1. **Periodicals**

The print journals collection consists of approximately 7 current print titles. Most recent volumes are housed in the Science Library as part of the Physical Sciences Periodicals collection, which integrates Library Services’ print holdings in physics, chemistry and science & technology studies. Older volumes of core titles are shelved on the ground floor of the Science Library. The Library has also arranged access to electronic journal titles in STS for the benefit of UCL staff and students.

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

Library Services has on-line subscriptions to SCOPUS and Web of Knowledge (i.e., Web of Science) . Useful datasets include:

For the history of science:

* Science Citation Index
* History of Science and Technology
* Historical Abstracts

For the philosophy of science:

* Arts and Humanities Citation Index
* Philosophers' Index

For social studies of science:

* Social Sciences Citation Index
* International Bibliography of the Social Sciences
* Lexis Nexis Executive
  + 1. **Current location**

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

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

In addition to the open access collection, a considerable number of Science & Technology Studies books and journals are kept in off-site storage: these are available for consultation by readers on a next-day basis.

* + 1. **Special collections**

The Library holds many historical scientific books and papers, including several thousand rare books. The most important single collection is the Graves Library of early books, manuscripts and pamphlets: it contains over 100 incunabula; notable famous works include first editions of Newton's Principia and Opticks, Thomas Salusbury's Mathematical collections of 1661-65, and first editions of the works of Priestley, Boyle, Kepler, Galileo and Napier. Important runs of early periodicals held by the Library include a complete set of the Philosophical Transactions of the Royal Society from its first volume of 1665; and an almost complete set of the publications of the French Academie des Sciences, with Histoire from 1699-, Memoires from 1816- and Comptes rendus from 1835-.

Further information on special collections relevant to a particular scientific discipline may be found in the Collection Management Policy for that subject.

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

Useful material relating to Science & Technology Studies may be found in the following collections: Physics, Chemistry, Anthropology, Biology, Zoology, Medical Sciences, Classics, Philosophy and History.

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

The Science Museum in particular has the most important collection in the region of primary sources for the history of science. The Library of the Wellcome Trust (the Wellcome Library for the History and Understanding of Medicine) has outstanding collections in the history and philosophy of the life sciences. Much useful material in biological and geological science is held at the Natural History Museum. Finally, collections at the British Library, St.Pancras are available to members of the public with a valid research need. The collection is open to staff, research and taught course students. Taught course students may be asked to provide details of the material they wish to consult.

**Section 2 Acquisition**

**2.1. Responsibility for selection**

The day-to-day selection of materials for the Science & Technology Studies collection is the responsibility of the Library’s Subject Librarian for Science & Technology Studies. Selection will be carried out in conjunction with the Departmental Library Representative for the Science & Technology Studies Department. Ultimate responsibility for collection management rests with the Director of Library Services.

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

Books are collected in support of both teaching and research. Library Services collects books in all areas of Science & Technology Studies, but primarily in the following areas:

* general histories of science, from ancient times to the present day
* history of the physical sciences
* history of astronomy and cosmology
* history of the biological sciences
* history of anatomy and physiology, to c.1700
* history of the mathematical sciences
* history of geology
* history of scientific exploration and expedition
* history of technology
* philosophy of science, especially:
* history of the philosophy of science
* philosophy of the life sciences
* philosophy of the physical sciences
* social studies of science, especially:
* science communication
* scientific research
* science policy, especially as it relates to biological warfare and genetics
* the dynamics of scientific innovation and change, and scientific creativity

We do not aim to collect comprehensively in any of the above areas. Note that books on the history of the medical sciences are usually acquired for the Medical Sciences collection from Library funds allocated to the Life Sciences Faculty (with the exception of works on early anatomy and physiology, as noted above). Introductory material on the history of the medical sciences may occasionally be purchased for the History of Science collection.

* + 1. **Journals**

The Science & Technology Studies journal collection is primarily for research and education for undergraduate and postgraduate scientific research.

* 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 Science & Technology Studies Department are purchased by Library Services.

The remainder of the annual Science & Technology Studies book budget, a substantial portion is given over to the acquisition of volumes published in series which are considered to be of high research value. The list of series to be acquired in this way will be reviewed from time to time by the Subject Librarian for Science & Technology Studies in consultation with the Departmental Library Committee for Science & Technology Studies. Where funds permit, additional material is purchased on the recommendation of members of staff and researchers in the Science & Technology Studies Department. Any remaining funds are used to acquire research-level material, selected by the Subject Librarian.

* + 1. **Journals**

Priority will be given to the maintenance of existing subscriptions. The Department of Science & Technology Studies will periodically be asked to review the Library's Science & Technology Studies 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 Department. Presently any new titles must be funded either 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 Science & Technology Studies Department. 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 Science & Technology Studies journals collection is primarily a research collection, but also serves for teaching.

* 1. **Language**

Material will normally be collected in English, but important works in any other language may also be collected.

* 1. **Format and medium**

Material in the following formats will be considered for collection:

* print
* electronic-only, including stand-alone CD-ROM and web-based resources
* 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 in on the adequacy of Library provision in Science & Technology Studies for taught courses is encouraged.

* 1. **Donations**

Donations will be accepted for the Science & Technology Studies collection subject to the criteria outlined in the Library's Donations policy. Reprints of historical scientific works will not be purchased where the Library already holds a serviceable copy, in first edition or otherwise, unless the reprinted work is to be used for teaching or adds significant editorial value to the original text.

**Section 3 Retention and preservation policies**

**3.1. Review of the collection**

The open access Science & Technology Studies collection will be reviewed annually for decisions on retention, relegation to store and disposal. These decisions are the responsibility of the Subject Librarian for Science & Technology Studies, although the advice of members of UCL Science & Technology Studies Department 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**

**3.3.1. Books**

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

**3.3.2. Journals**Journal volumes will normally 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 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**

The policy will be reviewed and approved by the Science & Technology Studies Faculty Library Committee.

2003 revised 2014