Collection Management policy for Spanish and Latin American 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 Spanish collection is to support the teaching and research needs of the Department of Spanish and Latin American studies. Its subsidiary function is to support other departments within UCL which require materials on Spanish studies.

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

The collection mainly supports the Department of Spanish and Latin American studies there is however some overlap in scope with the Department of History, with Translation Studies part of the Centre for Multidisciplinary & Intercultural Inquiry (CMII) and the Institute of the Americas.

* + 1. Any broader role

No broader role relevant to this collection

* 1. Readership and access
     1. UCL

The main readership, of the Spanish and Latin American studies 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 -a detailed description of the collection including:

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 11,500 books of primary and secondary materials and some 130 Romance periodicals, which includes Spanish studies journals. 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. The collection at UCL includes items from Spain and Latin America. There are also collections of Portuguese (including Brazilian Portuguese) and Catalan material, the vast majority of which is currently held in store. At present Catalan material is rarely purchased.

* + 1. Approximate number of volumes held ( books and periodicals)

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. Some of the subject covered are: Spanish language, literature of the Golden Age, Spanish and Latin American contemporary literatures, women writers and film studies.

* + - 1. Monographs: There are around 11,500 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.
      2. Periodicals: around 134 Romance titles in print, which include Spanish studies periodicals and around 2,000 interdisciplinary Literature, Language and Linguistics e-journals
      3. Databases: There are 13 subject specific databases and full text resources, available to students and staff. Electronic resources can be accessed remotely by UCL students and staff.
      4. Other resources: around 400 audio-visual items such as DVDs and videos, which includes Spanish studies materials.
    1. Current location

The Spanish and Latin American collection resides in the North End, on the 1st Floor of 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 Spanish and Latin American materials held.

* + 1. Relationship to other collections in UCL

Material of interest to students following courses in the Department is acquired or shelved in several other collections within UCL: Art and History of Art including Spanish language material, relating to film; Literature; Geography; History; Latin American History.

* + 1. Relationship to collections outside UCL

Taught-course students require access to the collections at Senate House library and Birkbeck College Library. Postgraduate students and staff find much useful material at the British Library. In addition the Library of the Institute of Latin American Studies in Senate House is essential for its holdings. King’s College is also essential for its Portuguese collection.

**Section 2 Acquisition**

1. Responsibility for selection

Within the framework of the Collection Management Policy, the Subject Librarian for Spanish and Latin American 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. Final responsibility for collection management lies with the Director of Library Services.

1. Subjects collected

Material is bought on any aspect of Spanish and Latin American studies. Some of the subjects collected include: the literature of the Golden Age and of the nineteenth, twentieth and twenty-first centuries, twentieth century Latin American literature and culture, women writers and Spanish and Latin American film and cultural 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

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

* 1. Language

Material will normally be collected in English, Spanish, Catalan, Portuguese but important works in other Western European languages may also be collected.

* 1. Format and medium

Material is collected in print, electronic format, as well as DVDs and language CDs

* 1. Collaborative collecting agreements

There is currently no collaborative agreement in place. 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 Spanish and Latin American Studies collection subject to the criteria outlined in the Library Services Donations Policy.

* 1. Exchange and deposit arrangements

No formal arrangements are in place. Duplicates of books are offered by and to other libraries on an informal basis.

* 1. Exclusions

No aspect of academic Spanish studies is ruled out, provided material falls within the scope of a UCL collection. Material not on Spanish/Latin American 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 Spanish collection is reviewed annually for decisions on retention, relegation to store and disposal. These decisions are the responsibility of the Subject Librarian for Spanish and Latin American 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 Spanish and Latin American studies Department.

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