

University of Worcester Research Collections Management, Development and Disposals Policy

Management

This statement outlines the general policies and priorities by which the UW Research Collections will select, maintain and manage its holdings and access provision in order to fulfil its mission to support accessible learning, innovative teaching and research.

The statement's chief aims are to assist in systematic collection development and management, to ensure the cost-effective and relevant selection of resources and to inform users of the basis of decisions made pertaining to the collections.

It is complemented by Collection Profiles which outline the content of individual Collections. See ILS web pages <http://www.worc.ac.uk/ils/635.htm>

1. Purposes of the collection

1.1 Rationale

The UW Research Collections exist to support existing or intended research and relevant modules in the existing or planned undergraduate modular offer.

1.2 Parameters

The UW Research Collections develop within parameters agreed by ILS and the Department, School, Institute or Research Centre undertaking research supported by the Research Collections.

Additions to the Collections is subject to the approval of The Research and Knowledge Transfer Committee.

2. Acquisitions

Occasional acquisitions are made to enhance existing Collections at the discretion of the Research Team.

3. Donations

Donations are welcomed, in consultation with the Research Team, if they fulfil the criteria outlined above in 1.1 Parameters.

4. Conservation

Items in need of conservation are prioritised by the Research Librarian according to use and condition.

At the present time the majority of the allocated budget is spent on conservation. This is allocated across the Collections as needed. (See spreadsheet on UW Research Collections expenditure.)

5. Future Development

5.1 To acquire important material, biographical, critical and bibliographical, relating to the focus of the Collections. This includes books, periodicals or any other media, e.g. DVD

5.2 Any relevant theses or dissertations that are donated to be added to the collection.

5.3 To hold information on any other Collections that may be of interest to researchers. e.g. private collections where the owner is willing to welcome researchers.

5.2 Funding to be sought for digitisation as relevant and appropriate.

5.3 Additions to the Collections will be assessed on their relevance to and enhancement of existing Collections and existing or planned research within the university.

See University of Worcester Research Collections Service Statement for development beyond immediate Collection Policy

6. Limitations on collecting

The University of Worcester recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. The Institution will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

When the acceptance of a collection or individual items would have significant resource implications it will be reported to the Research and Knowledge Transfer Committee for decision.

7. Collecting policies of other Research/Special Collections

The Research Collections will take account of the collecting policies of other Libraries and organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialisms, in order to avoid unnecessary duplication and waste of resources.

8. Management of archives

As the Research Collections hold archives, including photographs and printed ephemera, its management will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002).

9. Disposals

No items in current Collections may be transferred or disposed of without due regard to the relevant Deposit Agreement document.

9.1 Documenting disposals

Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

10. Collections Usage

Statistics kept include number and status of person; number and type of query; time taken to respond; length of visit; and number of items used.

11. Budget allocation

Funds for the purchase and conservation of Research resources are allocated annually.

11.1 The UW Research Collections Librarian controls the budget for the purchase of resources and upkeep of the Collections

12. Access strategy

12.1 The collection is for the use of all members of the University of Worcester. Non-members may use the collection according to regulations.

12.2 Access is currently by appointment. Contact the Research Team.

12.3 The collection is currently accessed in Bredon 027, 029 and in Woodbury 005.

12.3 UW Research collections Service Statement

- Response to email or telephone enquiry within 24 hours of the day it is received (i.e. if on holiday or at weekend, on the day of return, known to enquirer through out of office note.)
- Appointments arranged as convenient to the enquirer as soon as the Research Collections Librarian is able to be present. (i.e. it could be the next day if needed.)
- Introduction to use and requirements of Collections as needed.
- Individual requirements of Research Students working on the Collections negotiated with student.

13. Policy Review

Policy to be reviewed and revised annually by the Research Librarian and Academic Services Team Manager.

14. This Policy document is supported by all the other Policy Documents pertaining to the University of Worcester Research Collections and links to the Information Resources management and access policy (IRmap).

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