1. Introduction

Our collections support teaching, learning and research in line with the Strategic Aims of the University. The subject coverage therefore aims to relate closely to the academic work of Goldsmiths.

All collections are held in compliance with copyright, IPR, data protection and FoI legislation and with the University’s current regulations and policies.

2. University of London Libraries

All staff and students of Goldsmiths are entitled to use the facilities of Senate House Library, including electronic resources. They also have limited rights to use the libraries of other colleges of the University of London; these rights do not normally include access to electronic resources.

It should be noted that Senate House Library does not purchase multiple copies of texts for taught courses and other colleges do not normally allow external users to borrow these books and may not allow access to them within the library. Goldsmiths is responsible for the provision of adequate resources for undergraduates and masters’ students on taught courses.

3. Acquisitions

a. Budget

Just over three quarters of the annual budget for information resources (‘book fund’) comes from College funds, the remainder from fines and external membership fees. This fund covers the purchase of books and print journals, subscriptions to electronic resources, inter-library loans, and conservation and binding. Approximately half the fund is spent on interdepartmental resources and services, while the other half is allocated to departments. This allocation is based on numbers of fte students with an allowance made for the differing cost of journals between disciplines.

b. Suppliers

The choice of supplier is made by library staff on the basis of value for money and level of service. Supplier performance, including supply times and quality of service, is monitored regularly. For books, the average time from order to shelf is currently six weeks.

c. Donations

Donations and bequests of individual items or small collections are accepted subject to the following terms and conditions:
1. They are relevant to the research and/or teaching of the College
2. The Library has space to accommodate them and staff to manage them
3. The donor is the legal owner of the collection and is free to give it to us
4. No unreasonable conditions are imposed, e.g. in respect of housing, maintenance and access to the collection
5. As far as possible, intellectual property rights relating to material in the collection are documented and are acceptable to the College
6. Any items that are irrelevant, duplicates or in poor condition may be disposed of at the discretion of the Library
7. In addition, the ‘Acquisitions policy for special collections and archives’ applies to larger collections, special collections and archives.

Requests to deposit collections in the Library will be considered in accordance with the criteria above. If the Library accepts a donation, acknowledgement will be sent or a formal agreement will be drawn up and signed on behalf of both parties.

4. Collections

a. Books

Selection of titles for purchase is based mainly on academic recommendations. Academic staff should send reading lists to their departmental subject librarian at least two months before the start of the course. At least one copy of each book or other item on a reading list will normally be purchased.

The Library cannot be expected to provide sufficient copies for every student to find a book exactly when s/he wants it, but where a book is required reading additional copies will be bought up to a maximum of 1 to every 10 students or 10 copies, some of which may be electronic. Where books are seen to be in high demand, electronic versions are purchased if possible and our electronic book stock will be increased gradually.

Normally the latest edition of a textbook is held, but where the difference between editions is not significant, earlier editions may continue to be made available. If recommended materials are discovered to be unobtainable, the department will be advised, so that they can make alternative arrangements.

b. Journals

Journals are subscribed to selectively on the basis of their relevance to teaching learning and research at Goldsmiths and their affordability. Some electronic journals are acquired as part of the subscription to the printed version, and others are taken as electronic only under terms which may have been negotiated centrally for the whole of UK higher education. In assessing ‘big deals’, in which publishers may offer all of their output, or clusters of titles in subject groups, the proportion of titles of relevance will be the main factor in our decision whether or not to subscribe.
Preference is given to electronic journals which are not held by Senate House Library.

Journals published by the major publishers [Cambridge UP, Elsevier, Oxford UP, Sage, Springer, Taylor & Francis] have been moved to e-only, with the exception of journals in Art and Design subjects which have been retained in print. Departments are asked to review their journal subscriptions on a regular basis, and to ensure that an adequate proportion of funding is available for student texts.

c. Other electronic resources

Electronic resources include bibliographic and full-text indexes and full-text reference works. Titles which reflect the subject interests of the College are purchased, taking into account access arrangements, coverage and affordability. The number of concurrent user licences for these resources varies between one and unlimited. New titles are monitored and resources added when possible.

d. School Practice Collection

The aim of the School Practice collection is to support Education students on teaching practice by providing books and other materials to use in class and for lesson preparation, with particular reference to the requirements of the National Curriculum.

e. Audiovisual Collection

Audiovisual materials in a range of formats are an essential part of our collection. Digital formats are preferred for new purchases and developments in video and audio streaming are being monitored. Library staff order audiovisual materials in anticipation of known needs as well as in response to the recommendations of staff and student users. Priority is given to material to be used in teaching. Normally no more than three copies are purchased for each course.

f. Scanning and digital copies

At the request of tutors library staff scan and make digital copies from printed and electronic books, journals and magazines under the terms of the Copyright Licensing Agency’s Photocopying, Scanning and Digital Re-use Licence. These copies are incorporated into the Virtual Learning Environment (VLE) for course reading.

g. Special collections and archives

Special collections and archives are held that are relevant to teaching and research at Goldsmiths. We aim to add to these collections as and when opportunities arise, by purchase (if funds are available), donation or bequest; subject to the conditions at 3c on donations and to our ‘Acquisitions policy for special collections and archives’.
h. Doctoral theses

A copy of all Goldsmiths PhD theses accepted for degrees of the University are deposited in the College library for reference use. Digital copies of PhD theses are are also collected and are stored in the the institutional research repository, Goldsmiths Research Online. Many are also accessible via EThOS, the British Library’s collection of UK theses.

i. Student dissertations (undergraduate and masters)

The Library does not collect student dissertations from taught courses. We aim to assist academic departments to manage collections of student dissertations in accordance with the provisions of the Interim Records Retention Schedule, section 8 Student work, see http://www.gold.ac.uk/media/retention-schedule.pdf and the Notice to students, see http://www.gold.ac.uk/data-protection/notices-students/current/

Legacy collections deposited before 2012 are withdrawn from stock after ten years from the date that the student completed their study at Goldsmiths, in accordance with deposit agreements.

j. Examination papers

All academic departments are asked to deposit copies of examination papers in the library. Historic papers are held in the University Archives. Papers received since 2000 are held electronically and are stored in the institutional repository archive.

k. University Archives

The Library currently houses a selection of material relating to the history of the University. An overview of this collection can be found on the AIM 25 website http://www.aim25.ac.uk/cgi-bin/vcdf/detail?coll_id=5499&inst_id=29&nv1=browse&nv2=repos

The Library is open to offers of donations to the University Archive from staff, departments, students and members of the public. Donations are accepted on a case by case basis. Enquiries regarding donations to the University Archives should be directed to the Archivist.

Related collections and services:

- Student records. For enquiries relating to current or former students please contact Student Services , see http://www.gold.ac.uk/student-services/whotocontact/

- Publication Scheme, see http://www.gold.ac.uk/publication-scheme/
• Freedom of Information requests, see http://www.gold.ac.uk/foi/.

• Records Management and the university’s retention schedules, see http://www.gold.ac.uk/records-management/.

I. Institutional research repository

The Library collects digital copies of Goldsmiths research outputs, research data, and associated metadata. These materials are held in the institutional research repositories managed by the Library, including Goldsmiths Research Online and the Data Catalogue.

m. Microforms

A number of primary sources are held on microform. As electronic versions of these resources become available the microforms will be withdrawn.

n. Textiles

The Library manages the Goldsmiths Textile Collection. We are not currently actively acquiring additions to this collection, with the exception of the option to purchase the work awarded the annual Christine Risley Prize at the discretion of the Curator. The core of the textile collection comprises materials related to the teaching of Embroidery, later Textiles, at Goldsmiths, and textiles and related artefacts given by former Heads and other staff of that Department.

o. Archives of external organisations and of individuals

The Library will acquire archives of individuals or other organisations only in exceptional cases, subject to the conditions at 3.c on donations and, in the case of organisations seeking to deposit their archive at Goldsmiths, agreement of a Memorandum of Understanding or formal partnership with Goldsmiths to cover ongoing activities. See appendix ‘Acquisitions policy for archives and special collections’.

5. Management

a. Cataloguing

The Library’s holdings of published materials are catalogued on the ALEPH online public access catalogue to international standards. The catalogue is complete with the exception of some of our Special Collections which are in the process of being catalogued.

Archival collections are catalogued on CALM to ISAD(G) standard; textiles are catalogued on CALM in the museum module which is compliant with SPECTRUM...
standard. Research repositories use the Eprints system which is compliant with standards for institutional repositories.

b. Preservation and conservation

It is the responsibility of the library to ensure that all collections are safe and protected against theft and excessive deterioration and damage. Provision is made for specific types of material as follows;

1. Books
   Books from the lending or reference collections which are damaged and still in demand will be repaired or replaced with an up to date edition, whichever is most cost effective.

2. Printed journals
   Priority is given to binding periodical volumes which are in heavy demand and not available electronically.

3. E-journals archiving
   - **Backfile archive purchase.**
     We have purchased 5 backfile archives of Sage journals, selected by “high turnaway” usage statistics. (There is a small annual hosting fee). We aim to select more archives as funds allow.

   - **Archiving services.**
     We subscribe to Portico, an e-journal preservation service. If funds allow we aim also to subscribe to LOCKSS, which covers publishers not included in Portico.

     We will refer to The Keepers Registry’s Holdings Comparison service as this grows:
     [http://thekeepers.blogs.edina.ac.uk/2012/11/05/a-trial-holdings-comparison/](http://thekeepers.blogs.edina.ac.uk/2012/11/05/a-trial-holdings-comparison/) to inform our decisions

   - **Post cancellation access rights.**
     We have moved to e-only where the publisher grants post cancellation access rights to the subscribed content.

4. Digital assets
   Developments in digital asset management are monitored and backing up routines are carried out for digital collections. Scans made under the CLA copyright licence for HE are managed appropriately in accordance with the terms of the licence.

5. Special Collections and archives
As far as possible, decisions regarding the preservation and access of special collections and archives are based on British Standard PD 5454:2000 Recommendations for the Storage and Exhibition of Archival Documents; and MLA/Collections Link policies regarding the care of textile collections, “Standards in the Museum Care of Costume and Textile Collections’ (1998) and ‘An Illustrated Guide to the Care of Costume and Textile Collections’ (2000).

Special Collections were the subject of Preservation Assessment Surveys by the National Preservation Office in 2006

6. Conservation

Priority is given to material which is in heavy demand or, in the case of Special Collections and University Archives, at risk of worsening damage.

As the University does not employ a professional conservator nor has the required facilities on site, the advice and help of a professionally qualified, ICON-registered conservator will be sought if necessary.

d. Withdrawal from stock

Items will be withdrawn from stock if they are:

- specialised works in a subject no longer taught or researched in the College and unlikely to be re-introduced.
- works containing out of date information, e.g. superseded editions of textbooks or directories
- damaged copies (which will be replaced if possible)
- unnecessary duplicates

Special collections and external archives may also be deaccessioned if no longer relevant to teaching or research in the University

Withdrawn items which are of potential use elsewhere will be offered for sale or given to another institution if appropriate. Any funds thus obtained are used to purchase new books.

6. Access

a. Main library

All current staff and students of Goldsmiths have full access to the Library. Alumni and members of the public may use the Library for reference free of charge and may borrow books from the main collection on payment of a fee. The Library participates in various schemes to widen access, including the SCONUL Access Scheme and the University of London Libraries Access Agreement.
b. Electronic resources access for external users
Most agreements for e-resources and e-journals allow Walk-In Access for external users, we aim to implement this but have not achieved this yet.

c. Archives and Special Collections
All eligible for access to the library may also consult Special Collections and Archives, by appointment. Access to the University Archive and other archives held, can be arranged by contacting the Archivist or a member of the Special Collections Team, but maybe subject to restrictions in observation of the Data Protection Act.

7. Business continuity

a. Business continuity planning
The Library will participate in University business continuity planning.

b. Disaster planning and recovery
The University is a Priority User of Harwell Document Recovery Services, see http://www.hdrs.co.uk

Appendix

1. Acquisitions policy for special collections and external archives

March 2007 (as Library Collection Development Policy)
Revised March 2012 (as Library Collection Development Policy)
Revised January 2014 (as Collection Policy, interim version 2014)
This is: 3rd draft 17/2/2014 JC