



## Whittaker Library Collection Management Policy

### Introduction

This policy is designed as a guidance document to inform and direct the nature and extent of the Library collections of Royal Conservatoire of Scotland. The increasing electronic information environment, decreasing budgets and limited space are all contributing factors in creating a collections management policy which is dynamic and which reflects the unique approach to the provision of information resources that the Royal Conservatoire requires. This policy is intended to apply generally but exceptions may be necessary.

The Library Collection Management Policy takes into account:

- The unique nature of information resource support for the performing arts
- The richness and depth of collections built over the years
- The need to preserve such material, reflecting the national and international significance of our holdings
- The need to develop in line with course development and curricula needs
- The need to develop dynamically given increasing access to electronic material and new methods of scholarly communication

### General Selection Criteria

In practice, resource selection is a partnership between the library staff, academic staff and students. Underpinning this partnership is continuous liaison between Performing Arts Librarians and departmental staff. Recommendations for purchase are actively encouraged from all Library members. The criteria for selecting Library materials include:

- Relevance to the Royal Conservatoire curriculum
- Enhancement of the established collection
- Academic quality and intellectual level
- Cost ( taking into account expense may not preclude purchase where the need can be justified)
- Accessibility to users
- Format (taking into account access, licensing and space requirements)
- Duration of need
- Availability through other sources
- Currency (as appropriate)

### Formats

The Library will purchase and retain material in the following formats:

- Paper
- Electronic
- Audiovisual

Only one format will be acquired unless there is a particularly strong case to do otherwise. We will consider foreign language texts to support specific curriculum needs, but the standard will be

English language based textbooks. The Library Development Strategy emphasises the need for a balance between holdings and access. Decision making on format will be governed by the general selection criteria as listed above

In conjunction with the general selection criteria, the criteria for evaluating potential resources will take into account the following:

- Quality and reliability
- Suitability and relevance to curriculum
- Authority and reputation of author
- Existing strength of collection in the same or related area
- Availability in accessible format where a known need exists

### **Retention and Withdrawal**

It is the responsibility of the Performing Arts Librarians to make decisions regarding retention and withdrawal of material based on the following criteria:

- Relevance to the Royal Conservatoire curriculum
- Physical condition of material
- Usage
- Special significance of material, e.g. works of historical or cultural value, rare works
- Value of the work in the context of the collection as a whole
- Availability of alternative access formats
- Availability of material elsewhere

### **Heritage Collection**

We recognise that some materials have particular significance and require to be kept in the library collection, even if little used. These include such categories as:-

- LPs and other older formats where a digital version may never be available.
- Items of institutional, local, national or international significance, e.g. a recording, composition or playscript by an RCS alumnus; by a former or current staff-member; or by an individual or group of local, regional or national importance. The same would apply to, for example, a volume gifted to RCS on account of a previous owner's relationship with the institution, their musical annotations, or a handwritten dedication. (Such items might ultimately, but not necessarily, be directed to the RCS Archive.)
- Reference books (eg bibliographies of composers or instrumental repertoire, BBC Music Library catalogues, etc) which may never be available digitally.
- Works of particular Scottish interest (either material published in Scotland, or by Scots, or about Scots, or relating to Scotland, to any aspect of Scottish life or culture), in line with the Scottish Collaborative Print Retention agreement.

We also recognise that library staff knowledge of the importance of particular items, may reside with individual members of staff, and that this knowledge could be lost when individuals retire or move to other jobs, with the resultant risk of stock being withdrawn without realising its significance.

To future-proof such material, it is recommended that items should be labelled (physically and in the catalogue) as HERITAGE COLLECTION. This means that if stock is moved around, reference and lending stock inter-shelved, or at a later date stock-weeding is carried out, then library staff will be alerted to the potential significance of such an item. HERITAGE COLLECTION material will probably be restricted to library use, as with the present reference book collection. The bibliographic record should have a 500 field note, and a note should also be added to the holdings record.

### **Course Support**

The Library aims to support students by ensuring course Reading List/Prescribed Score material is stocked appropriately. Academic staff are responsible for ensuring that reading lists and any updates are supplied each year to the Librarians at the earliest opportunity. The Librarians will issue reminders in early Summer each year to this effect. We would also request that Library staff are notified of essay questions and any reading implications, before assignments and reading lists are handed out to students. It is the Library's recommendation that reading lists be divided into Essential and Recommended reading. The library will endeavour to purchase at least one copy of all essential reading, and will work with Academic staff to stock recommended reading as budgets allow. Students will be encouraged to buy all essential texts. The library policy on multiple copy purchase will be governed by the number of students needing the text at any one time and the available funds. However, the general library policy is NOT to purchase multiple copies. Circulation of heavy demand texts will be maximised by the Short Loan Collection, and it's the Academic Staff's responsibility to inform the Library of any short-loan text requirements.

### **Donations**

The Library welcomes donations and the collection has greatly benefited from them in the past. The same selection criteria are applied to donations as to general acquisitions. Issues of condition, space, format and teaching and research relevance are used to judge the value of all such material to the Library. Certain additional criteria also apply:-

- Donated materials should be in serviceable condition; fragile copies would only be accepted if they were deemed exceptionally rare and of historic value.
- We accept audio-visual materials in CD or DVD formats. We do not accept LPs, 78s or piano-rolls. However, our Archives Officer would be consulted if such material was of institutional significance.
- We do not accept taped or CD copies of commercial recordings, and any photocopied music will immediately be discarded.
- Archival material e.g. manuscripts, playscripts, composers' or authors' own copies, would always be referred to our Archives Officer for a decision on retention in the RCS Archives. (See above, under Heritage.)

In respect of these constraints, a condition of donation is that if the work does not fulfil our selection criteria, the Library reserves the right to make items available to the staff and students of the Royal Conservatoire of Scotland for a small charge. On occasion, regrettably, offers may have to be declined if they do not meet these criteria. Conditions of donation may be negotiated on a case-by-case basis.