Global Collection Management Policy

United Kingdom (UNUK), Malaysia (UNMC), China (UNNC)

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1. Introduction

This policy provides guidance on the management of the University’s collections in the global context of the UK, Malaysia and China. Nottingham operates a library environment with no sectoral equivalent anywhere in the world and this policy reflects the University’s need to coordinate the transfer, circulation, relegation and disposal of library materials in both print and electronic formats. This policy provides a public statement on the management of and access to the University’s global collections.

This policy only applies to materials owned by or subscribed to by the University of Nottingham in the UK, Malaysia and China. Resources accessed through other national and international arrangements are not included.
2. Space

- All the library and library store space at the following locations is considered as part of the whole University of Nottingham Library and Library Store:
  - University Park / Jubilee Campus / Sutton Bonington / King's Meadow Campus / Medical School QMC / Malaysia Campus / China Campus

- This policy does not include the collections and stores of the Department of Manuscripts and Special Collections

- In many of the University's libraries, particularly at UNUK, the shelving is at capacity. We add approximately one kilometre of additional collections each year. To accommodate this growth we will take one (or a combination) of the following courses of action:
  - Transfer material from one library to another
  - Relegate material from a library to a store
  - Discard material from a library or from a store
  - Increase adoption of e-only formats for library resources

Discarding in this context means the disposal of material no longer considered to be of sufficient value to the University to be retained in library stock within the available space.

3. Access to stock

All stock held in any library or store is available for use by a borrower registered at any of the University's libraries. Between the network of locations within UNUK, we operate a service of inter-site delivery of requested books (but not journals).

Inter-site loans are not normally possible between locations in different countries: so that for example a borrower at UNUK could only use the stock at UNMC by travelling there. But international inter-site delivery may be provided when the relevant stock was originally held at the requester's location - see below.

4. Collection Management between the University's sites in different countries (national campuses)

- In principle, material from a library or store at one national campus can be transferred to a library or store at another – for example, from a UNUK library to the library at UNNC or UNMC. A decision
to do so will only be made, however, when there is small likelihood that the items involved will be requested at their original location.

- To support the global use of collections it is essential that the library catalogues for each national campus - which are freely accessible on the web and thus visible to users at all campuses - are promptly and accurately updated to reflect transfers, relegations and discards.

- For books which have been transferred to another national campus, we will operate a request service to bring them back for use at their original campus. Fulfilment of such requests may take less time than recalling a book on loan from a local library (but is considerably more expensive).

- Books which have been withdrawn from their original library will not be available for return.

- For journals the increased expense of a request service is much greater (because many volumes are likely to be involved) and we will not normally allow international requests for them.

- Journals will therefore only be transferred or relegated from one national campus to another if an adequate alternative means of supply is assured; and such transfers or relegations will be regarded as permanent.

- For journal articles requested for supply to UNUK from print collections held in UNNC, which are not available electronically, scanned surrogates will be supplied.

- In all decision-making about transfer, relegation and discarding, we will give due consideration to the alternative availability of the material in question in e-versions, and through interlibrary loan, and through the UK Research Reserve; and the advice of Schools will be sought.

- The Department of Manuscripts and Special Collections at Nottingham will be consulted when any item published before 1850 is considered for transfer, relegation or discarding from any site.

- Where collections are being delivered electronically, the University will seek to provide equal access to all national campuses as appropriate to the discipline needs of teaching and research areas.

- Collection policies and reading list services will be coordinated and shared between all libraries in all three countries where appropriate.

- To support large volume transfers, LRLR staff at national campuses will coordinate delivery and receipt times in order to maintain optimal access to collections.
• Financial transactions between national campuses will be based on administrative costs as well as those of commercial shipping, removal or other forms of delivery.

5. Disposal of discarded material

Discarded material will not be sent to any other library or store, but we will dispose of it either by sale, by donation to charitable causes or by re-cycling.

6. Key Principles

*Sustainability* – We will manage all technologies and practices for the long term as we build these processes into future collections

*Interoperability* – We will base all tools on international metadata and database standards, to allow for global access to research

*Preservation* – We will store all data and research outputs against agreed preservation standards and requirements

*Open Access* - Where appropriate, we will make research materials publicly available

*Intellectual Property Rights and Copyright* - All University systems will support content compliance with UK, Malaysian and Chinese copyright law as directed locally.