



The University of
Nottingham

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**UNIVERSITY OF NOTTINGHAM
MANUSCRIPTS AND SPECIAL COLLECTIONS**

**Acquisitions Policy for East Midlands
Collection**

2016

1. Introduction

The East Midlands Collection (EMC) is an open-access, loanable library collection maintained by Manuscripts and Special Collections (MSC). It contains books, pamphlets, periodicals and other materials on the historic counties of Derbyshire, Leicestershire, Lincolnshire, Nottinghamshire and Rutland. As well as supporting teaching and research across a range of disciplines in the University, it provides contextual and background reading matter that is complementary to the very rich local and regional materials in the manuscript and archive collections.

Development of the Collection takes account of the collecting policies of other relevant institutions, and does not seek to compete on subjects where local public library holdings have particular strengths. It does not aim to achieve complete coverage of materials in any single county, but to maintain an unequalled collection of printed sources for the East Midlands region as a whole.

Although the Collection is commonly thought of as dealing primarily with local history, many subjects are represented, including the natural sciences, architecture and buildings, archaeology, literature, economic activity, transport, planning and social issues. The East Midlands Collection does not acquire material on general local history, or on the history of counties other than the five East Midlands counties; such material will more properly be held in general library collections in Hallward Library or elsewhere.

2. Criteria for inclusion

- Material should have substantial content relating to the geographical area of Nottinghamshire, Derbyshire, Lincolnshire, Leicestershire, Rutland and the East Midlands region.
- A wide range of subjects is included, but particular areas of development are local history, buildings and architecture, transport, industry, planning, social and economic issues.
- Locally published magazines of general content or ephemera are not normally acquired.
- Works by local authors are normally acquired only if they are literary works set in the region, or if there is research or teaching interest in the author. Nottingham authors William and Mary Howitt and Henry Kirke White are unusually well represented, and the Library continues to acquire their work. Byron is not actively collected as a very rich collection is held by the Nottingham Local Studies Library. D.H. Lawrence is the subject of a separate Rare Books collection, and is therefore only lightly represented in the East Midlands Collection.
- Historical newspapers are held, both in hard copy and on microfilm, but are not actively collected, and there is no aspiration to comprehensive coverage by date or geography. However, runs of newspapers on microfilm or in electronic format may be acquired to meet specific research or teaching needs. Co-operation with other local repositories is maintained to ensure that scarce or unique titles are preserved.
- A range of formats including books, pamphlets, periodicals, microforms, and maps may all be acquired.

- Electronic and audio-visual formats are acquired, but with due regard for issues of long-term accessibility.

3. East Midlands Special Collection

Older, rarer, more fragile material is held in the East Midlands Special Collection, one of the Rare Books collections. This includes any materials published before 1850.

4. Collection development

Development is based on the premise that this local studies collection, built up over many years, has long-term value for teaching and research. In this context books are not considered out-of-date, but rather acquire historical significance: items are therefore rarely discarded. Development aims to provide:

- Materials on the East Midlands counties relevant to the learning, teaching and research carried out in the University.
- Materials which build on the local and regional aspects of MSC's manuscript and archive collections to provide a broad, balanced collection for further research.

The Librarian (Special Collections) manages the Collection, and liaises with the Library Content and Discovery section to ensure that materials are not unnecessarily duplicated in library collections, and that discards from other library sites with potential for EMC are offered before being discarded.

5. Selection and methods of acquisition

Materials are acquired for the collections through gift, bequest and purchase. Potential acquisitions are assessed against the criteria listed above. The development of the collection takes account of known strengths and collecting policies of other relevant institutions within the East Midlands area. Offers of items or entire collections may be refused if there is another more obviously appropriate local library or repository.

Acquisition of local material relies on a range of methods and sources. Many books and reports are published locally, and are not available or traceable through library suppliers; they frequently have small print runs. Periodicals can be very ephemeral, often produced by non-commercial organizations or volunteers. Identification of items is made through:

- Perusal of bibliographic lists.
- Review articles in local history periodicals or newsletters.
- Promotional articles in local newspaper or other publications.
- Searching library suppliers on a regular basis.
- Checking appropriate local websites.
- Recommendations from academic staff, or other users of the collection.
- Donation.

5.1 Donations and bequests

The East Midlands Collection has benefited greatly from the generosity of the University's friends, staff and alumni over the decades. The department is happy to receive gifts of library materials that fit the criteria outlined above. Potential donors should discuss their intentions in advance, to enable us to assess the relevance of their collections. Approved donations will be accepted on the following conditions:

- Donations become the property of the University of Nottingham.
- They will be added to collections as appropriate, classified according to subject matter, and interfiled with other books.
- A label bearing the donor's name will be added to each book in accordance with the donor's wishes.
- The University reserves the right to dispose of items within a donation which are not required for its collections. This may include duplicates and multiple editions, which will be assessed to determine whether they enhance the strength of the overall collections.
- Items are not generally accepted on deposit or loan.

5.2 Purchase

Endowment funds and a small annual budget enable a modest level of purchasing.

5.3 Transfer of material from general library holdings

Material relating to the East Midlands region that is withdrawn from general library stock should be offered for possible transfer to East Midlands Collection before discard.

6. Classification

The East Midlands Collection has its own unique classification scheme, based on geographical place, then subject area.

Date of Policy: October 2013 (updated January 2016)

Approved by Libraries, Research and Learning Resources Senior Management Team,
20 Jan 2016