

# British Official Publications - Collection Development Policy

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## Main Principles

The principles of the Collection Management Strategy will be applied for British Government Publications Collection (BGPC) items to include:

- **Collaboration**
  - With academic schools
  - With international, national and local information providers (e.g. Standing Committee on Official Publications (SCOOP), National Archives, British Library, other HE institutions e.g. Ford Collection at University of Southampton).
- **People**
  - Align acquisition and maintenance of material with user needs.
- **Development**
  - Focus on digital collections but ensure the preservation of key material not available online.
- **Availability, accessibility, use**
  - Ensure web pages are comprehensive and user friendly in order to prioritise online access (where available).
  - Simplify access to print material through incorporation of new acquisitions into main sequences rather than the existing discreet location to take advantage of shelf-ready processing.
  - Test electronic sources for their ease of use.
  - Provide documentation for the use of electronic resources through help and training.
- **Preservation**
  - Ensure stable and permanent electronic access for digital material.

- Withdraw print equivalents unless permanent electronic access cannot be guaranteed, when print equivalents will be moved to high density storage.
- Preserve access to valuable or rare print items within Special Collections.
- **Value for money**
  - Provide access to material in the most appropriate format.
  - Streamline print collections to represent only material not available online or where usage indicates that document delivery may offer better value for money.
  - Be aware of national strategies in order to position University of Kent collections alongside other international, national and local collections (e.g. Standing Committee on Official Publications (SCOOP), National Archives, British Library, HE institutions).
- **Space**
  - If long term electronic access can be guaranteed, withdrawal of print equivalents.
  - Ensure that material is shelved in the most appropriate collections.
  - Separate low use material to high density storage in the Closed Store.

## Background

Official Publications at the University of Kent is a term that has been used to describe a physical collection containing:

- European Documentation Centre (EDC)
- British Government Publications Collection (BGPC)

The existing BGPC collection consists of print material and covers:

- **Parliamentary papers** - papers needed by parliament to conduct its business and those papers resulting directly from the proceedings of parliament. Three main categories: House of Commons, House of Lords papers and Command Papers. An example would be: *Delivering the essentials of life Defra's five year strategy - Cm 6411*.
- **Non-Parliamentary papers** - official publications which are issued by government departments and not as part of the Parliamentary process including department reports, research reports, statistics. The collection of publications from government departments is not intended to be comprehensive. An example would be: *Towards a healthier environment: managing environmental health services*. Audit Commission.

This policy deals with **BGPC** only and proposes that the physical BGPC is closed as a collection (new items being incorporated into main sequences rather than a separate discreet collection). A new grouping of **British Official Publications** including print and online resources should be created and the physical (historic) BGPC print materials housed together in a single collection where usage can be monitored effectively for the purpose of prioritising the collection.

## Locations

**Online resources** - via rebranded British Official Publications web pages

- **Physical BGPC collection** - currently split between three locations: Main Collection (Level 3 West), Closed Store and Remote Store. This collection is now closed and new physical acquisitions will be shelved in either the Main Collection or Core Text Collection as determined by the Library of Congress class mark of the item rather than the current local notation scheme.

- **Main Collection/ Core Text Collection** will contain British Official Publications items that are regularly used for teaching, learning and research and which, in most cases, have been directly agreed through liaison with academic schools. These will use the standard collection management strategy of these collections and will not be separately identified as BGPC items outside of the Library of Congress subject headings in the shelf-ready record.
- **Closed Store Collection** will contain existing BGPC material that has been agreed with the academic schools to still be of use but not in general demand and only of interest to a small group of researchers. Material that has not been requested in the last 2 years will be considered for withdrawal in accordance with the withdrawal policy criteria. Material that is requested frequently will be escalated to the Main Collection.
- **Remote Store** No material will be added to Remote Store in future.
- **Special Collections** will contain valuable or rare material.

## Purchasing

### Acquisitions

- Access to the most recent British Official Publications materials will be provided via electronic subscriptions to key databases.
- Print material will only be purchased where there is a specific requirement for learning and teaching purposes on recommendation from Liaison librarians and in consultation with academic schools.
- All new print acquisitions will be shelved in either the Main Collection or Core Text Collection as determined by the subject class mark of the item. New items will not be added to the separate existing BGPC collection.
- A full catalogue record for each new item will be included. An example of this: <https://catalogue.kent.ac.uk/Record/957972>

### Funding

- Subscriptions to the online services for Official Publications will be funded by the Library's central funds (Strategic Materials Fund/DMF top slice).
- Individual requests for items not available from the main subscriptions will be paid for from the relevant academic school fund.

### Loans

- Material shelved in the existing BGPC collection will be available for ordinary loan. British Official Publication material being added to the Main Collection and Core Text Collection will have a loan type assigned in accordance with the standard collection management strategy of these locations.
- High demand and new items may be added to short loan categories in Core Text Collection (CTC) at the discretion of the relevant Liaison Librarian and in consultation with the relevant academic school.
- Items shelved in the Closed Store will be available for ordinary loan or will be confined to the library at the discretion of the relevant Liaison Librarian.
- A reservation escalation policy where print British Official Publications that have been requested 3 times from Closed Store are added to main collection and a full catalogue record created (where appropriate) will be implemented.

## Reviewing, updating and withdrawal

Existing BGPC items and new acquisitions will be reviewed, updated or withdrawn:

- In accordance with the Withdrawal Policy below.
- Through regular maintenance of British Official Publications web pages where online provision is described alongside print holdings.
- Using policies established for other material in the collections in which they are housed (Main Collection, Core Text Collection).
- Following guidance from Liaison librarians and in consultation with academic schools, withdrawals will be considered where: reassurances exist for continued online access or low usage indicates that document delivery would offer better value for money.

## Withdrawal Policy

Withdrawal should be addressed on a series basis. Series will be considered for withdrawal using the following criteria:

- If they are available online and reassurances exist for continued online access<sup>1</sup>.
- For new print British Official Publication acquisitions, using policies established for other material in the collections in which they are housed (Main Collection, Core Text Collection) should be consulted.

The following process should be used:

- Check online availability.
- Check Remote/Closed Store retrieval data.
- Consult with University of Kent Special Collections (where appropriate).
- Consult with national agencies and forums<sup>2</sup> where appropriate to seek reassurances that series proposed for withdrawal are:
  - Not of national or significant commercial value<sup>3</sup>
  - Are held elsewhere and would be easily accessible to Kent staff and students in future
  - Can be acquired through Document Delivery
- Check with academic schools that series proposed for withdrawal are not specifically required in physical form to meet the learning and teaching requirements of academic schools e.g. where series are available online that the electronic image quality of maps, charts, tables etc. is of a similar standard to the print equivalent).

## Implementation and Governance

This policy has been ratified by the Library Management Group, and Academic Schools were consulted during its creation. Academic Liaison Services will lead the implementation of this policy, reporting internally to the Library Management Group.

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<sup>1</sup> Perpetual online access criteria:

- Access in perpetuity is guaranteed through our licence with the supplier.
- Post cancellation access is guaranteed through our membership in a third party archiving service.
- Holdings are part of purchased perpetual licence archives.
- Holdings are part of our trusted stable archive services.

<sup>2</sup> (e.g. Standing Committee on Official Publications (SCOOP), National Archives, British Library, HE institutions).

<sup>3</sup> Check with Wildy Booksellers (<http://www.wildy.com>) who have a specialist second hand and antiquarian department relating to legal and official publishing.

The policy will be reviewed annually and any concerns or suggestions for amendments can be made directly to the Academic Liaison Team (<http://www.kent.ac.uk/library/templeman/contacts/index.html?tab=subject-support>).