



Library Services Collection Development and Management Policy

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1. Introduction

King's College London was founded in 1829 as a university college in the tradition of the Church of England and now welcomes students of all faiths and beliefs. When the University of London was established in 1836, King's became one of the two founding Colleges. In the course of its history, the university has grown through many mergers including those with King's College School of Medicine and Dentistry in 1983, Chelsea and Queen Elizabeth Colleges in 1985, the Institute of Psychiatry in 1997, the United Medical & Dental Schools and Guy's and St Thomas' Hospitals in 1998. Library and archive holdings reflect this rich history as well as the generosity of individual and corporate benefactors over the decades.

King's College London is the academic partner of King's Health Partners, one of the UK's five Academic Health Science Centres, which brings the university together with Guy's and St Thomas's, King's College Hospital and the South London and Maudsley NHS Trusts. The University is a charity exempt from registration under the Charities Act 2011.

This Policy describes the general principles on which Library Services acquires and manages information resources and how it makes them available in support of teaching, learning and research to the King's, National Health Service, and wider communities. It covers all libraries, library stores and archives managed by staff of Library Services regardless of site.

The terms 'resources' and 'information resources' are widely used to cover all current, historic and future formats including books, journals, archives, manuscripts, photographs, DVDs, ebooks, ejournals and other digital materials.

This and related policies are available from the Library Services web pages at <http://www.kcl.ac.uk/library> and on the Governance Zone of the University Intranet.

2. Ethics

Library Services staff at King's College London recognise and follow relevant standards of professional practice in relation to collections development and management as set out by CILIP, the Archives and Records Association and Information and Records Management Society.

These include personal disinterest in relation to acquisitions and access, and good standards of collection care.

Staff recognise their responsibility to uphold the terms of copyright law and intellectual property in relation to the use of information resources.

3. Description

The primary purpose of Library Services' collections is to support the teaching and research of King's College London, and physical collections are located near to the relevant academic faculties and departments wherever possible.

As the collections develop and new formats emerge, the emphasis and nature changes. Currently our collections include:

- Over 970,000 printed books
- Access to around 80,000 online and printed journal titles
- Over 400,000 ebooks
- DVDs, CDs, music scores
- Access to over 500 databases
- Over 5,800 linear metres of archive holdings

Collection areas of particular strength include:

- The history, literature, culture and society of post-classical Greece and Cyprus
- The history, literature, culture and society of Spain, Portugal and Latin America and of the Portuguese-speaking world as a whole, enhanced by the Canning House Library, transferred to King's in 2012
- Military History and Defence Studies
- International Studies and International Law, enhanced by the Library of the Foreign and Commonwealth Office, transferred to King's in 2007
- The history of Medicine, Dentistry and Psychiatry

A separate document, *Collection areas of national or international strength: Definitions and practices*, is available from the Library Services website. This document describes the areas of collection strength in more detail and summarises how we seek to fulfil our responsibilities with regard to their development, protection and stewardship.

4. Acquisition of resources to support teaching and research

a. Selection

Selection is carried out as a partnership between the academic departments and Library Services staff, taking into account feedback from King's staff and students, existing collection strengths at King's and the collection strengths of partner libraries within the University of London, including Senate House Library.

Purchase suggestions are encouraged and evidence-based and patron-driven methods of ebook purchase are regarded as an opportunity to acquire Library content on the basis of the proven needs of customers.

b. Teaching and learning

Library Services aims to acquire copies of all items which are core and recommended readings on module reading lists.

Teaching staff should submit reading lists to Library Services at least eight weeks before books are required by students, to allow for ordering, delivery and shelving. The required method of communicating reading list requirements to students and Library Services is the My Reading Lists service (<http://myreadinglists.kcl.ac.uk/index.html>).

Library Services aims to purchase multiple copies of "Core" and books, taking into account the requirements of large cohorts of students. "Recommended" books are usually only purchased as an

ebook, unless only print is available. The ratio of copies to students is flexible, and aims to take into account different patterns of need for small cohorts, and in specific subject areas.

Where items are out of print, or are particularly difficult or expensive to obtain, alternatives may be suggested in order to provide a more accessible service to students.

A Digitised Course Readings service provides copyright cleared digitised versions of book chapters and journal articles, made available via MyReadingLists.

c. Research

The selection of materials to support current or future research will be guided by academic staff and the research priorities of the university. As far as availability and funding resources allow, support for research will focus on the acquisition of eresources in preference to print, although the strengths of major print collections will continue to be developed as national collections. Library Services also acquires resources which offer advice and guidance on research methodology and conduct.

The selection of research materials, especially those that are highly specialist, is made with due regard to the availability of such material in other libraries to which staff and researchers have access. In general, where the university's objectives may be equally well achieved by providing access to a resource (as opposed to acquiring it), Library Services may opt for access if such an approach offers benefits in terms of currency, timeliness and value for money. We collaborate on collection development and management with other institutions in the University of London.

The Research Support team provides guidance on copyright, data management plans (required for research funding applications) and life cycle management of research information.

d. NHS Partner Trusts

NHS staff in our Partner Trusts benefit from the extensive purchasing carried out across the broad range of health disciplines by the university. It is recognised that there are some professions not represented and that the needs of practitioners can vary from those for research or teaching. There is active liaison to identify areas of the collection for development including directly with the Trusts, via the LMSPG (London Medical School Purchasing Group) and through priorities identified at LLUMS (Librarians of London University Medical Schools). We seek out extended or combined licence agreements for King's and the Trusts to enable us to cost effectively develop resources for the NHS.

e. Archives and Special Collections

Guidance on the selection, acquisition, deposit and transfer of archives to King's College London Archives and Liddell Hart Centre for Military Archives is available at <https://www.kcl.ac.uk/library/collections/archives>. We always welcome suggestions for acquisitions which reflect existing or developing research strengths and which will fill gaps in provision for archives nationally. It should be noted, however, that the university does not acquire archives which more properly form part of another country's national heritage or contravene internationally agreed protocols. University material relating to the conduct of business, whether in hard copy or electronic form, is routinely transferred to the Archives.

Additions to Special Collections are selected by Library Services staff to reflect collection strengths.

f. Language

Library Services aims to acquire appropriate material in those languages other than English that are the subject of teaching and research in the College. This includes languages in non-Roman scripts. Material may also be acquired in languages other than English where the subject matter is relevant to other areas of teaching and research. Original texts and/or translations may be acquired as appropriate. Materials that are not likely to be understood by the majority of users in a subject will not be actively collected

5. Financial management

A budget for the acquisition of Library information resources is provided by the university through the annual financial planning process. The university also makes a significant payment each year towards the provision of the University Library at Senate House for appropriate use by King's staff and students.

Academic departments may provide extra funding, for example to support collection building for new courses. Contractual agreements to provide services to external partners also provide limited funds for collection development. External funding for cataloguing, preservation and digitisation of collections is actively sought by Library Services. Discussion about the inclusion of funding for the development of relevant resources in research grant applications is also welcome.

Decisions on priorities for expenditure on Library information resources are made by the Library Services Collection Development Steering Group annually, taking into account feedback from academic committees, representatives of King's College London Students Union and student surveys; emerging requirements to support teaching, learning and research; trends in information retrieval behaviour; and advances in information and communications technology.

Library Services ensures the cost-effective and equitable acquisition of information resources through close budgetary monitoring and negotiation with suppliers to secure value for money. We actively seek out local and national consortia deals that benefit the university.

Formats

Electronic versions of information resources are preferred where appropriate. This approach allows us to manage on-campus space effectively whilst offering quick and convenient online access to customers.

King's is an active participant in the UK Research Reserve (<https://www.bl.uk/research/>), a shared service between a number of UK Higher Education Institutions and the British Library. UKRR offers a sustainable approach to long-term retention of print research journals on a national basis.

King's College journal subscriptions are electronic-only where possible. Existing print copies of

journals are not retained where electronic access is available, and where measures are in place to provide access to the content in the future, for example via Portico (<http://www.portico.org>). Print journals which have been identified as being of historic or national importance are retained in storage.

Ebooks are acquired alongside print copies, with the expectation that online formats for book content will continue to increase in popularity and availability. Paperback copies of books will be purchased where available, unless a specific request for a hardback copy has been received.

Sound and image content is purchased in physical and electronic formats as required to support teaching, learning and research, with the expectation that online formats will continue to increase in popularity and availability.

Print copies of doctoral theses completed by King's students are held in a closed access store and are available on request. Etheses are uploaded to the university's institutional repository, and made openly available via the Research Portal, except when there is an embargo in place which has been approved by the student's academic department.

See Appendix 1 for the Policy on the retention of Theses and Dissertations.

Access

The majority of the physical collections are available on openly accessible shelves, but there are several closed access stores at different locations, which house low-use resources. Materials in closed access stores are included in the Library catalogue and can be delivered to Library Enquiry Desks on request.

Material in the Archives and Special Collections is held in closed access stores for reasons of security and preservation. It is respectively consulted in the Michael Howard Reading Room and Foyle Special Collections Library and may not be borrowed.

Library Services aims to make resources available to all registered King's staff and students, and to NHS staff, both on and off-campus where publisher contracts permit. Other external customers may access resources via computers within King's College Library buildings for the purposes of education and research, where publisher contracts permit.

8. Gifts and Donations

The university welcomes the receipt of gifts and donations on the understanding that such gifts reflect current teaching or research and/or complement collection areas of national or international significance and, preferably, are in good condition.

Offers of corporate donations of existing libraries or significant parts of them are carefully reviewed by the Library Services Senior Management Team to ensure that the university has both the space and staffing resource to accommodate new materials in a responsible way.

The university is equally pleased to receive additions to the archives in the following areas: archives which reflect the College history and that of the colleges and medical schools with which it has

merged, papers of distinguished alumni and staff, records of notable research projects; and papers which complement areas of strength such as military and international history, modern Greece, Portuguese history, medicine, nursing, psychiatry, palliative care and poetry.

See Appendix 2 for the Library Services Policy on Gifts and Donations.

9. Cataloguing and classification

Library Services aims to record all purchased information resources on its online catalogue in a timely manner. A significant proportion of book catalogue records are obtained from the vendor at the point of ordering. The cataloguing of gifts is dependent on the availability of staffing resources.

Information resources are catalogued according to Anglo American Cataloguing Rules (AACR2) or Resource Description & Access (RDA) standards where possible, using machine readable MARC21 format, and supplemented by local guidelines where appropriate. Library of Congress Subject Headings (LCSH) are applied if possible.

Special collections materials are catalogued according to DCRM(B) (Descriptive Cataloguing of Rare Materials – Books).

Catalogue records are available via LibrarySearch (<http://librarysearch.kcl.ac.uk>), which allows customers to cross-search electronic collections down to article level alongside physical library holdings, and also includes peer-reviewed open access journal content and freely available resources which have been identified as having academic merit.

King's catalogue records are made available through a number of international, national and local online search tools to facilitate easy searching across research libraries.

Books are classified using Library of Congress Classification (LCC).

Archives

Archives are catalogued using the International Standard for Archival Description (ISAD(G)) and indexed by collection using the UK modification of the UNESCO Thesaurus (UKAT) which includes MeSH headings and maps, as necessary, to LCSH.

A summary guide description for each archive received is prepared and made available on the website at <https://www.kcl.ac.uk/library/collections/archives> and <https://www.aim25.com> within three months of receipt. More detailed catalogues are prepared for large and complex holdings which may equally be consulted on the website.

10. Preservation

Library Services seeks to achieve a high standard of collection care that complies with recognised professional standards and available guidance. For the benefit of current and future users, Library Services will seek to preserve the collections entrusted to and/or owned by King's College London as long as their continuing utility makes it appropriate to do so. For the

Archives and Special Collections this means in perpetuity. Preservation measures will include binding and the production or acquisition of digital surrogates as appropriate.

11. Stock editing

Library Services carries out an ongoing programme of stock-editing to ensure the effective use of space in support of teaching and research.

Stock will be judged suitable for withdrawal according to criteria drawn up by Library Services staff. These criteria take into account the optimum delivery medium of the materials in question and their usage statistics. Appropriate material for withdrawal from stock include: superseded editions, out of date titles (both of these depending on subject area), titles identified for collaborative collection management initiatives, redundant or duplicated material judged beyond repair and inaccessible electronic data. According to suitability, withdrawn material is subsequently offered to students at no charge, recycled, discarded, offered to other academic institutions or philanthropic organisations at no charge or sold. Where materials fall outside these criteria, guidance will be sought from teaching, research or clinical colleagues.

12. Policy Review

This policy, dated October 2018, is subject to approval and annual review by the Library Services Senior Management Team

Appendix 1

Policy on the retention of Theses and Dissertations

A. Theses produced as an outcome of a Research Degree at King's College London

Scope

Research degrees are defined in the King's College Academic Regulations as encompassing the following qualifications:

- DClinPsy
- DHC
- DThM
- DrPS
- EdD
- MD(Res)
- MPhil
- MPhilStud
- PhD

The Academic Regulations state:

15.1 It is a requirement that a thesis resulting from a research degree undertaken at the College is placed within the public domain once it has been awarded and ratified. Theses will be made available electronically, via the system determined by the College, and a hard copy placed in the College library.

15.2 A thesis will normally be placed in the public domain immediately after the award of the degree. Exceptions to this requirement will only be made in very exceptional circumstances such as grounds of commercial exploitation or patenting, or where the thesis includes material which is of significance to national security or personal safety and/or where a funding body allows, and will be granted for a maximum period of two years from the date of the award. A student may apply to the Academic Board for restriction of access to her/his thesis, subject to the conditions noted above. The student's application must be supported by the Head of the School in which the student was registered and must be submitted prior to, or at the same time as, submission of the examination entry form.

Retention of printed theses

Printed theses:

- Will be retained by Library Services indefinitely as a unique record of original research
- Will be kept in closed access storage in the Maughan Library, with the exception of IoPPN theses, which are to be retained in the IoPPN Library
- May be viewed on request by members of the university or members of the public, with the exception of those under embargo
- May be retrospectively digitised under the British Library's Ethos programme, and made open access to the general public, with the exception of those under embargo

Retention of electronic theses

E-theses:

- Will be retained by Library Services indefinitely as a unique record of original research

- Will be entered onto Pure and made open access via the Research Portal, with the exception of those under embargo
- Will also be made publicly available via metadata harvested from Pure into the British Library's Ethos repository, with the exception of those under embargo
- May be taken down from open access immediately at the request of the author, but retained in closed access on Pure

B. Dissertations produced as an outcome of a Taught Programme at King's College London

Scope

Taught programmes are defined in the King's College Academic Regulations as encompassing the following qualifications:

- Undergraduate Certificate
- Undergraduate Diploma
- Foundation Degree
- Ordinary Degree
- BA
- BEng
- BSc
- BSc (Eng)
- BMus
- LLB
- Professional Graduate Certificate in Education
- Graduate Certificate
- Graduate Diploma
- BDS
- MB BS
- MPharm
- MEng
- MSci
- Postgraduate Certificate
- Postgraduate Diploma
- Postgraduate Certificate in Education
- LLM
- MA
- MBA
- MMus
- MSc
- MClintDent
- MRes
- MPH
- MTL

The Academic Regulations state:

29.9 If the College or a Faculty/Institute/School or an Assessment Sub Board wishes to make essays, reports and dissertations available for consultation or borrowing after the completion of the examination, appropriate arrangements must be made with the student.

Retention of printed dissertations

Printed dissertations:

- Will not be retained by Library Services, unless this is to meet a specific teaching/research requirement articulated by the academic department concerned
- If provided as exemplars of style and format, will be retained for a maximum of 3 years
- If retained for subject-related content, will be reviewed regularly alongside other subject-related library materials to ensure continued relevance to the collection
- Will be offered back to the academic department concerned on withdrawal from the Library collection

Retention of electronic dissertations

- Library Services does not manage or maintain electronic dissertations
- Academic departments may wish to provide exemplar copies of dissertations via the KEATS virtual learning environment

C. Theses and Dissertations from outside King's College London

Theses and dissertations by non-King's authors will be treated as books (or archives, if appropriate) under the terms of the Library Services Collection Development and Management Policy, and will be subject to standard practice in terms of selection, acquisition, preservation and stock editing.

Bibliography:

Academic and Related Regulations 2014-15

<https://www.kcl.ac.uk/policyhub/academicregulations>

Library Services Collection Development and Management Policy

<https://www.kcl.ac.uk/policyhub/library-collection-development-management-policy>

13. Appendix 2

Library Services policy on gifts and donations

1. Purpose and scope of policy

The purpose of this policy is to communicate to members of the institution, potential donors and the wider scholarly community the policy of the libraries and archives of King's College London with regard to gifts and donations of books, journals, other published material, archives and manuscripts.

2. Introduction

The libraries and archives of King's College London have, since their foundation, been fortunate to receive a large number of significant and generous gifts of printed, manuscript and other material. Such gifts are immensely valuable in enabling us to support the teaching and research mission of the university and in enhancing the international research value of our collections. We therefore wish to encourage gifts of such material, provided that they fall within the scope of the Collection Development and Management Policy.

3. Policy Statement

1. Unless explicitly stated otherwise, all gifts of material become the property of King's College London. In some circumstances, however, it may be deemed appropriate for a collection to be placed on deposit with the university and in such cases a deposit agreement will be drawn up between the College and the depositor.
2. In general, we prefer to receive gifts and donations on the understanding that we may select which material to accept prior to the gift being accepted as a whole, so as to ensure that all material added to our holdings falls within the scope of the Collection Development and Management Policy and to avoid unnecessary transport and disposal.

We cannot undertake to accept gifts of material which we have not reviewed or for which we have not received prior documentation. In deciding whether or not to accept a potential gift, Library Services staff will be guided by academic priorities and fit to existing collections.

3. Adding a large gift of material to our collections involves the following activities, all of which need to be adequately resourced:
 - viewing
 - checking contents against existing holdings
 - transporting
 - initial shelving
 - storage
 - cataloguing
 - processing
 - shelving again, once catalogued
 - binding and conservation

Relevant Academic Faculties may be asked to release additional funding and / or help fundraising to support such acquisitions.

4. It is not part of Library Services policy to accept gifts made primarily for immediate sale. This does not, however, preclude our right to sell material later found to be surplus to requirements (see point 6).
5. In general the following categories of material do not fall within the scope of our Collection Development and Management Policy and therefore are not accepted as gifts:
 - obsolete textbooks
 - popular fiction
 - material in obsolete or inaccessible formats although digital archival material will be considered
 - artefacts and artworks which are unrelated to King's College London

Where appropriate, potential donors will be referred to a more suitable recipient.

6. Library Services reserves the right to dispose, at any time, of gifted material that is in poor physical condition, that duplicates existing stock, that falls outside the scope of the Collection Development and Management Policy or that is otherwise superfluous to requirements.
7. Material deemed surplus to requirements may be disposed of by gift to or exchange of stock with another library, by sale (the proceeds of such sales to support the development of teaching and research collections) or, if necessary, by waste disposal.
8. Gifted material added to stock will normally be classified by subject and will be interfiled on the shelves with other material on the same subject. Volumes from a single gift will therefore not necessarily be shelved together or at the same site.
9. If the donor wishes, a commemorative bookplate will be inserted in all volumes from his or her gift that are added to stock. If appropriate, a note of the gift may also be included in the online catalogue record for each item, so that a list of the contents of the original donation can be created, regardless of the physical location of the material in question.