



Library Collections Management, Development and Disposals Policy

Introduction

This statement outlines the general policies and priorities by which Tyndale House Library will select, maintain and manage its holdings and access provision in order to fulfil its mission to support research.

The statement's chief aims are to assist in systematic collection development and management, to ensure the cost-effective and relevant selection of resources and to inform readers of the basis of decisions made pertaining to the collections.

1. Purpose of the collection

Library sources of information are seen as a valuable strategic resource to be acquired and managed efficiently and to be readily accessible and relevant to potential readers. Systems will be in place to manage information resources so that they can be effectively accessed and retained, and their content disseminated.

2. Subject Collection Development Policy

This policy covers the areas below and is regularly updated. Its aim is to state the current level and extent of collecting activity appropriate for research needs; possible alternative access to material from other collections in Cambridge University; criteria for selection, acquisition, and withdrawal.

3. Users of Tyndale House Library

All researchers, either attached to an Institution or independent, working in the subject area of Biblical Studies and related fields covered by the purpose and mission of Tyndale House. Approved readers will have access to all resources available within the Library, including e-resources as covered by licensing agreements and other media. A small collection of professional literature is maintained for Library staff.

4. Budget allocation

Funds for the purchase resources are allocated annually.

Selection responsibility: selection of resources is the shared responsibility of academic and Library staff.

Criteria for selection and acquisition:

The following factors will influence the decision to acquire (or purchase licensed access to) resources:

- Scope and relevance of the content to post-graduate research on Biblical studies
- The known or anticipated demand from users
- Paperbacks or hardbacks are acceptable according to availability

The Tyndale House Librarian controls the budget for the purchase of resources and upkeep of the collections.

5. Conservation

Items in need of conservation are prioritised by the Librarian according to use and condition.

6. Future Development

To acquire material relating to the focus of the collection. This focus includes printed books and journals as well as electronic content and other media as appropriate.

Additions to the collections will be assessed on their relevance to and enhancement of the existing collection and existing or planned research within Tyndale House.

7. Donations

Donations of printed material are accepted at the discretion of the Librarian.

When deciding whether to accept donations of printed material, the following factors will be considered: whether the material the physical condition of the material; the cost implications of processing and cataloguing the material; the cost of accommodating and providing appropriate access to the material.

Donations of printed materials are accepted on the understanding that they become the property of Tyndale House. The Library will organise and locate donated materials according to its collection management criteria and will appropriately dispose of unwanted material.

Those considering donating collections of more than 20 printed volumes should contact the Librarian in the first instance. In the case of unannounced or anonymous donations the Library will assume that the owners are aware of the guidelines above.

8. Alternatives to acquisition

Visiting other libraries, such as Cambridge University Library may provide satisfactory access to material. Forms for access to and use of the Cambridge university Library are available for private Desk readers from the Library Office

9. Stock withdrawal and disposal

Items which have ceased to be used, or are used very infrequently, and are not relevant to the focus of the collection may be withdrawn from stock and disposed of, in consultation with academic staff.

Withdrawn stock may be disposed of by sale or as gifts to other institutions or charities; or destroyed using environmentally friendly means.

10. Management of archives

As the Organisation holds archives, including photographs and printed ephemera, its management will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002).

<http://www.archivesandmuseums.org.uk/scam/code.pdf>

11. Policy Review

Policy to be reviewed and revised annually by the Deputy Librarian and the Vice Principal of Operations

Latest revision: September 2018

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