1. General
The Newsam Library and Archive Services Strategy 2012-2017 states that ‘We will enrich the research environment by continuing to build sector-leading research collections, innovative archives, extensive digital collections and relevant special collections.’ We will respond to the changing needs of our researchers, particularly in relation to developments in open access publishing, scholarly communication, electronic services and e-research.

1.2. This document is intended to guide the acquisition, retention, relegation and disposal of library materials in all formats. It covers both the acquisition and local holding of physical items and the arrangement/facilitation of digital access. The document aims to provide guidance so that consistency and continuity are achieved in the management of the library collections and also to provide information for users of the library so that users are aware of the depth and richness of the library’s collections.

1.3. Collection development provides the foundation on which library services are based. This collection development policy is intended to sustain a continuing, coherent teaching and research collection which has a stable focus on education and which builds on and evolves from existing strengths in line with the teaching and research interests of the Institute.

1.4. The IOE library staff has built a collection which directly supports a high proportion of the research, learning, teaching and other activities of the Institute. Additional mechanisms in place to ensure that all members of the Institute have access to all the materials which they need in a cost effective manner include:
- purchasing of relevant University of London borrowing and reference use for IOE staff and students
- creation and maintenance of reciprocal agreements with other libraries, such as those of the University of London and the M25 Consortium of Academic Libraries
- partnerships with the Bloomsbury Colleges and the SCONUL access scheme
- inter library loan and other document delivery services
- course packs/digitization.

1.5. Where it is noted below that collecting in a given field or of a particular category of material is selective, preference is given on the basis of the following criteria:
• items recommended by academic staff
• items by authors known to be of good repute and importance in the academic community
• items in series and from publishers of good academic reputation

1.6. The IOE library collection development policy is reviewed annually at the Autumn term meeting of the Information Strategy Committee.

2. Collections
Our collections comprise open access, closed access and online collections. The following section provides details about our collections together with an indication of the current level of collection intensity.

2.1 Education Collection
The UK education system & publications about education in the UK
Our policy is to collect at a high level of intensity, to build a comprehensive research collection. We consider our collection to be the national collection for education and therefore continue to collect all titles in their original format to supplement and reinforce our holdings. This collection includes all UK published works on education, including:

• research monographs
• professional literature
• popular mass market writing about education
• pamphlets
• official publications
• journals
• reference works
• directories
• statistics

Significant exceptions to the collection include:-

• A reduced emphasis on physical education- limited material on teaching individual sports is acquired.
• Professional and vocational education materials are not exhaustively acquired, only a selection of material specifically on training and education for social work, accountancy and other vocational courses is held.
• Local Education Authority publishing is not prioritized.
• INSET/Trainers’ manuals are not collected.
• “Consumer guides” to courses and institutions, such as prospectuses are not collected.
• Institute taught Masters/Diploma Dissertations and Reports are not retained in perpetuity.

2.2 International and Comparative Collection
The education systems of other countries & worldwide publications on education
Material on education published outside the UK is acquired selectively. Our policy is to acquire material on the education systems of the rest of the world with an emphasis on countries and regions where the Institute has particular interests. As a UK based institution, English language
materials are prioritized; we do collect materials in other languages on occasion. Collecting is at a lower level of intensity but includes a significant proportion of the major published source material required for Dissertations and independent research. These collections include:

- Journals
- research monographs
- professional literature
- indexes
- reference works
- statistics

Greater selectivity is imposed on the acquisition of material from and about countries with a large volume of publication such as the United States and India.

2.3 Journals
Our collection development policy for journals ensures that, in line with our other core collections, we have a comprehensive collection of all UK journals dealing principally with education. A good selection of scholarly education journals published elsewhere is also maintained where possible. Electronic versions of journals are collected wherever possible.

2.4 Other subjects (‘Non Education’: Taught course support and other resources)
Beyond education we collect a limited and selective range of materials from other disciplines. Acquisition is made in relation to education and to other areas of strong Institute research activity. This includes:

- Philosophy
- Psychology
- Religion
- Health & medicine
- Sociology
- Geography
- Biography
- Government, history
- Mathematics, science
- Art, aesthetics
- Literature
- Language

All required and recommended readings for all taught courses are acquired in multiple copies or as e-books wherever possible. These acquisitions are made in close liaison with programme and module leaders. This liaison is a shared responsibility of both the library and programme leaders. Where a module is specifically designed to be open mode, electronic access provision is the preferred method of delivery.

2.5. Other collections
The IOE library has a wide range of other collections. These include:

2.5.1. Curriculum Resources
The Curriculum Resources Collection is a collection of resources designed for use in teaching
in UK schools. It covers all age ranges up to 16/GCSE level and all areas of the curriculum. Selective coverage for 16-19 education/post compulsory and basic skills is applied. This is a multimedia collection and includes

- books
- games
- DVDs
- sound recordings
- wall charts
- CD ROMs and other electronic resources

The object of this collection is to offer a wide range of high quality and currently available materials so that it is representative of the range of resources on offer for practicing teachers. Selection is made in close consultation with ITE (Initial Teacher Education) tutors and reflects the subjects covered by the Institute’s teacher education programmes. Inclusion does not imply recommendation. Reading resources are collected extensively, including picture books, fiction, poetry, plays, folktales and a representative selection of formal reading schemes. Off-air recordings are made and maintained under the terms of the Educational Recording Agency (ERA) licence. A selection is made of representative older textbooks and children’s non-fiction for relegation to store and permanent retention as part of the historical textbooks collection. Other resources are discarded when no longer current/relevant.

2.5.2. School and college histories
The School and College Histories collection is the UK’s biggest collection of individual school and college histories, covering all schools from local village schools, to secondary modern, grammar, comprehensive and public schools. In some cases the schools are traced from medieval or Elizabethan days to modern times; others give more detail of recent changes and developments. We continue to collect any relevant titles for this collection.

2.5.3. Literature collection
Our Literature collection consists of fictional and fictional biographical accounts of the experiences of those involved in education whether as pupils, students, teachers or others within educational settings. Selection is made at a low level of intensity.

2.6. ‘ULIE’ (University of London, Institute of Education publications)
Publications by Institute Staff and about the Institute
This is a comprehensive collection of all publications authored by Institute staff, published by the Institute and also publications about the Institute. We collect in all languages, editions and translations. It does not include articles or edited works. Digital publications are deposited into the Institute’s repository.

2.7 Teaching Video collection
Programmes are selected to reflect the teaching interests of the Institute, and include both in-service training and other material intended for professional use. In addition a representative selection of material intended for the general non-specialist viewer is collected, representing the wider community interest in education and related topics such as child welfare and development. This material serves to represent the wider social context, and provide a reflection of contemporary thinking.
2.8. **Special collections**

The Newsam Library also holds a number of special collections which by virtue of the uniqueness or rarity of the items contained within them, their physical form, content, depth of subject coverage or other special significance, are distinguished from the general stock of the Library. Special considerations are made for these resources in terms of housing, management, cataloguing, consultation, preservation and conservation. By their nature they also form part of the local, national, and international documentary heritage. Items for Special Collections are acquired by gift, bequest, or purchase, whether from private individuals, or organizations. These collections are managed by the Special Collections Librarian. For our full Special Collections Collection Development Policy, please see [http://libguides.ioe.ac.uk/scpolicy](http://libguides.ioe.ac.uk/scpolicy)

2.8.1. **Official publications**

Our most important special collection is the Official publications collection. It is our most extensive and exhaustive special collection and it includes a wide range of hard copy and, more recently, electronic resources, perpetually secured in our online repository, DERA (Digital Education Resource Archive). This collection dates from c.1850 to present day. It is an almost comprehensive collection of official reports, legislation and other publications on UK education and related subjects. The collection is comprehensive for England and selective for Wales, Scotland and Northern Ireland. Publications of semi-official education organisations (quangos) are included, as are those of other groups (such as political parties and trade unions), when they relate to education.

2.8.2. **Reference**

The majority of reference items such as statistical series and yearbooks are now only available electronically. We do maintain a small collection of core reference materials including dictionaries and encyclopedias within the library. Various superseded directories and other reference works are kept in store and are available on request.

2.8.3. **Theses and Dissertations**

A single copy of all IOE doctoral theses is retained by the library in perpetuity. From September 2013 an electronic copy of all doctoral theses will be stored in the Institutional repository and a print copy deposited in the library. All print Doctoral theses are retained in our store. Institute Masters Dissertations and Reports, Diploma and Associateship reports are not kept in perpetuity, but for an agreed minimum of 20 years. Selected items may be retained beyond this period when identified as of continuing value indicated e.g. by continued use, importance of work or author.

3. **Preservation**

The Library has the responsibility of maintaining and preserving its collections. Measures taken conform to national best practice and include action to:

- prevent, stop or retard deterioration of all library materials in all media,
- prevent their theft or loss
- improve their condition, where possible and as necessary
- change their format in order to preserve their intellectual content (including digitization).
These preservation aims are accomplished through storage of materials in correct conditions, careful handling, the use of security systems, binding and repair of damaged items and/or by the creation of surrogate copies, e.g. via digitisation. Materials may also be protected from further deterioration by relegation to our closed access stores. Decisions about preservation are always made within the context of the overall collection development policy, balancing the constraints of cost, scholarly value and user accessibility. For further information, see the Library & Archives Preservation Policy.

4. Collection Review
Our open access collections are reviewed on a regular ongoing basis to ensure that the optimal materials are collected, retained and maintained for use by our staff, students and visitors.

4.1. Retention
Single copies of older material that falls within the comprehensive research collection scope, as detailed above, are retained in our closed access stores when identified as ‘less used’. Single copies of previous editions are also retained.

4.2. Replacements
We will when necessary endeavour to replace missing or damaged items. This is not an automatic process; it is guided by our collection development policy.

4.3. Donations
Donations, whether of new or old material, will only be accepted if this is consistent with the general principles of the collection development policy. Generally duplicate items when not required are donated to the Centenary Scholarship book sales where this is appropriate. Other specific criteria may apply to Special Collections, please see paragraph 2.7.2 or the full Special Collections policy here: http://libguides.ioe.ac.uk/scpolicy

4.4. Relegation
The open access collections are periodically reviewed for relegation and disposal in order to ensure that shelf space is used as efficiently as possible. Criteria for making judgments concerning relegation and/or disposal vary between the various components of the collection and from subject to subject. These may include:

- continued or foreseeable need for multiple copies
- date of publication
- existence of newer editions
- availability of electronic alternatives
- evidence of recent use and borrowing
- physical condition
- status/importance of author/work
- retention obligations

Decisions are made on an individual basis with the exception of Masters Dissertations which are relegated to store by date.

4.5. Disposal
Material identified as no longer required for the collection, i.e. that does not fall within the scope of the retention policy are removed from the catalogue and disposed of. Every effort is made to find alternative institutions to house material of continuing value, but where no
suitable institution is found, these items are sold, donated to book charities or recycled.

5. Finance
The principles set out above are applied in the context of the overall resources available for the purchase of materials.
These allocations are determined annually and are treated with some degree of flexibly in order to allow the library service to respond to changing needs in a timely, efficient and effective way.

Should you wish to obtain additional information about any of our collections, please consult our IOE LibGuides and our IOE LibAnswers resources.

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