

**UNIVERSITY
OF WARWICK**



UNIVERSITY OF WARWICK LIBRARY

Collections Policy

Abstract

This policy informs how the Library manages the development of its collections in support of learning, teaching and research at the university. The policy includes specific appendices on processes which deliver the policy objectives.

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University of Warwick Library – Collections Policy

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1.0 Introduction

This policy sets out the principles governing the development, management, preservation, and accessibility of the University of Warwick Library's collections. It supports the University Strategy by enabling world leading research, delivering an outstanding educational experience, fostering innovation, and promoting an inclusive, globally engaged academic community. It updates and replaces the Library Collections Development Policy (2018).

1.1 Background

The policy strengthens the foundations that make high-quality research and teaching possible in an era of rapid technological transformation. At its core, the policy protects academic freedom by ensuring scholars can access a broad, balanced, and responsibly managed collection—both physical and digital— that meets current and anticipated needs, with an emphasis on our long-standing 'digital first' approach to the provision of scholarly resources.

It reinforces the Library's role as a long-term steward of knowledge, setting out how library collections will be preserved, managed, and made discoverable. Crucially, it formalises a partnership model with faculty through consultation on what is retained or relegated, recognising that collection decisions are most effective when shaped by academic expertise and disciplinary insight.

It reflects the significant changes that have occurred, and those which are anticipated in the development and management of the Library collections in support of education, research, and scholarship. It anticipates rapid technological advancements, budgetary pressures, changes in user behaviour and expectations, Library physical space limitations as we reach full-capacity requiring effective on-going collections management to retain, relegate and deaccession items ahead of the planned refurbishment of the Library in the 2030s.

It also recognised the significant role that we should play in the development of sustainable 'collective collections' initiatives such as the UK Research Reserve (UKRR) and the UK Print Books Collection (UK PBC). The policy positions Warwick within a national ecosystem of shared stewardship, enabling the Library to safeguard access while using space and resources more strategically. Together, these elements create a policy that supports academic work today while securing the intellectual record for tomorrow.

1.2 Purpose

The policy updates and supersedes the previous Library Collections Policy (2018). It outlines the philosophy and principles needed to develop and manage the Library collections in support of education, research, and scholarship. This includes:

- The acquisition of resources.
- Management of and access to resources.
- Space management.
- Deaccessioning of resources.

1.3 Scope

The policy applies to all formats collected or managed by the Library, including print, digital, audiovisual, databases, datasets, special collections, and Open Access outputs. Archives held in the Modern Records Centre are covered by an existing separate policy.

1.4 Roles and Responsibilities

The implementation of the policy will be the responsibility of the Library Management Team and led by the Library Senior Leadership Team (SLT). This policy will be reviewed annually by the SLT.

2.0 Strategic Alignment

The Library's collections will:

- Support the University's commitment to research excellence, ensuring access to high quality scholarly resources across all disciplines.
- Enable innovative and inclusive teaching, ensuring students have equitable access to essential learning resources.
- Reflect Warwick's global outlook, collecting resources that represent diverse cultures, perspectives, and research communities.
- Contribute to sustainability, prioritising digital access, responsible procurement, and long-term stewardship.
- Uphold academic freedom, ensuring collections represent a plurality of viewpoints and are not restricted on ideological grounds.

3.0 Principles of Collection Development

Collection development will be guided by the following principles:

- **Relevance** — Resources must support current or anticipated learning, teaching, and/or research requirements, and will be steered in collaboration with the academic community.
- **Transparency** – The Library will work with publishers, vendors, consortia and partner institutions to ensure that generative AI features serve ethical educational and research values rather than merely commercial ones, in compliance with academic integrity and information compliance requirements (See Appendix A: Acquisitions : Clause A13.0) .
- **Quality** — Resources should be authoritative, dependable, and produced to recognised scholarly standards, as appropriate to the disciplinary context and/or resource type.
- **Diversity and Inclusion** —Resources will represent a broad range of voices, including under-represented groups and global perspectives.
- **Accessibility** — Preference will be given to formats that maximise access to and use of resources for all users, regardless of abilities.
- **Equity** – Preference will be given to a 'digital first' provision of resources, to ensure equity of access for all users, regardless of location. Analogue resources will, where available, be provided to support reading lists and on requests for learning, teaching, and research.
- **Sustainability and Value** — Decisions will be evidence-based and consider cost effectiveness, licensing models, long term preservation, space management, and environmental impact.

- Collaboration — The Library will work with academic departments, consortia, and partner institutions to optimise access to scholarly resources, reduce duplication through the development of collective collections to ensure ‘lots of copies keeps stuff safe’ and support sustainable open educational resources.
- Influence – Support will be given to consortia challenging unsustainable business models, untransparent and restrictive terms and conditions which inhibit learning, teaching, and research.

The complete Acquisitions Policy can be found in **Appendix A**.

4.0 Acquisitions Policy

4.1 Selection Criteria

Resources may be acquired when they:

- Support current or emerging teaching and/or research needs.
- Are requested by academic staff or students and meet quality and relevance criteria.
- Enhance disciplinary strengths or strategic research areas.
- Contribute to inclusive curricula and diverse representation.
- Are published by a university author.
- Fill gaps identified through collection assessment or benchmarking.
- Are affordable and offer value for money.
- Meet one or more of the above criteria and are made available as Open Access, including but not limited to Open Access books and journals, and open educational resources.

4.2 Formats

The Library acquires resources in multiple formats, prioritising:

- Digital first acquisition, where licensing terms permit sustainable access.
- Physical where digital is unavailable, unsuitable, unaffordable, or poor value for money requested by a user, or pedagogically required to support taught courses, using a purchasing formula (See Appendix A: Acquisitions clause A4.0).
- Databases, including digital archives, in support of learning, teaching and research.
- Datasets supporting research and digital scholarship.
- Audio-visual and multimedia resources for teaching and creative practice.
- Open Access resources, including institutional outputs.

4.3 Licensing and Access

The Library will seek licences to electronic resources that:

- Comply with university policies and regulations.
- Are supplied by authoritative and trusted sources.
- Support the development of innovative licences and/or subscription models which support Open Access.

- Permit concurrent multi-user access where possible.
- Support accessibility requirements to ensure access for all users.
- Allow interlibrary loan, digital preservation, AI and text and data mining use, and course pack use where feasible.
- Avoid restrictive or unsustainable pricing models.
- Avoid punitive or restrictive license terms and conditions, such as AI and text and mining, and/or digital rights management when feasible.
- Permit access for a wide range of authorised users, including, for example, walk-in users, participants on short and transnational education courses, and visiting scholars and alumni.

4.4 Donations

The Library gratefully receives donations which support current learning, teaching, and research. Prior approval is required to avoid unmanageable direct and indirect costs of processing and space limitations. Unsolicited donations are usually rejected and may be disposed of.

All donations become the absolute and exclusive property of the University and may be disposed of at the time of donation or if items cease to be of value to the Library's collections in compliance with the Library Deaccession and Retention Policy (see Clause 6.2). There is no guarantee that the resource will be held in perpetuity. For the terms and conditions for donations. (see Appendix A: Acquisitions Clause A12.0).

5.0 Reading Lists and Teaching Support

The complete Reading List and Teaching Support policy can be found in Appendix A:

- The Library will ensure timely access to resources on module reading lists by:
 - ensuring sufficient printed resources are available for loan.
 - ensuring digital resources, such as e-books are activated for online access ahead of the commencement of the module.
 - prioritising essential and recommended items,
- Digital versions will usually be preferred to maximise accessibility and to reduce environmental impact of carbon intensive print supply, which within a library context where an individual resource may be needed hundreds and thousands of times makes the use of digital versions more environmentally friendly¹.
- Printed versions will be provided to support accessibility, pedagogical and learning preferences requirements. The number of copies purchased will be determined by a purchasing formula (See Appendix A: Acquisitions Clause A4.0).
- Other analogue resources such as multimedia will be provided as required and where possible.

¹ <https://medium.com/@arhomberg/carbon-footprint-of-physical-versus-electronic-books-insights-for-the-book-trade-7dd4a6ec9ce3>

- The most recent editions of items on reading lists will be purchased unless otherwise specified by the module leader.

The Library will support academic departments to suggest reading lists are:

- Inclusive and representative.
- Realistic in scale and cost.
- Submitted in time to support acquisition and processing of resources.

Deadlines for reading list submission will be clearly communicated and publicised via the Library Reading List² website pages each term to ensure clarity.

Digitisation of resources for inclusion on reading lists will comply with current English copyright law and licensing requirements, with reporting to the Copyright Licensing Agency when appropriate. For further information on copyright please see [Copyright - Copyright - Subject Guides at University of Warwick](#) .

6.0 Collections Management

The Library will manage its collections to ensure that current and anticipated future learning, teaching and research requirements are met. It includes the categorisation of the printed books and journals, what is retained and what may be deaccessioned, how items are cared for, multi-media and digital resource management. An important part of collections management involves regular assessment and review of resources held on campus in the Library and off campus in the Library Store and includes the deaccessioning of selected Self-renewing and Finate books, and journals. For the full Collections Management Policy see **Appendix B**.

7.0 Special Collections: Printed Books and Manuscripts

The University of Warwick Library's Special Collections exist to preserve, curate, and provide access to rare, unique, and distinctive resources that support the University's teaching, research, and public engagement mission. This policy outlines the principles governing the acquisition, management, access, and responsible stewardship of Special Collections resources including printed books, manuscripts, archives, and other formats. For the full Special Collections Policy see **Appendix C**.

8.0 Academic and Intellectual Freedom

The Collections Policy affirms the University's commitment to academic and intellectual freedom. Collections will:

- Include resources representing a wide range of viewpoints, including controversial or dissenting perspectives.
- Not be excluded or removed on political, ideological, or religious grounds.
- Be curated to support critical inquiry, debate, and scholarly independence.

Inclusion of a particular resource does not constitute endorsement or advocacy of the ideas or statements found within any resource(s).

² <https://warwick.ac.uk/services/library/staff/reading-lists/>

The Library adheres to the principles of intellectual freedom outlined in the International Federation of Library Associations and Institutions (IFLA) Statement on Libraries and Intellectual Freedom and explicitly supports ‘the right to know is a requirement for freedom of thought and conscience; freedom of thought and freedom of expression are necessary conditions for freedom of access to information.’

The Library endorses the Research Libraries UK (RLUK) statement on intellectual freedom, and supports its ambition for research libraries to acquire, organise and disseminate information freely and to oppose any form of censorship.

8.1 Reconsideration

The Library supports the IFLA (International Federation of Library Associations and Institutions) Statement on Censorship³ (2019) as our guiding principle to maintain collections that ensure our users have access to different viewpoints which may differ from their own views and challenge their thinking. The Library acknowledges resources which may cause offence. The inclusion of these resources is not indicative of its endorsement or support of ideas or positions taken.

Whilst we will not remove an item at the request of an individual or group, based on being ‘offensive’ there may be circumstances when an item may be deemed unlawful in UK law or seriously inaccurate or out of date.

Reconsideration is defined as any action taken by the Library about resources in its collection which has been identified as concerning by a library user. Possible actions include removal, relocation to another collection, or no action. The Library will consider any such concerns using an online form or a formal written request for reconsideration. The request will be reviewed by a member of the Library senior management team and considered by the Collections Development Taskforce ahead of a recommendation to the Library Senior Leadership team for a final decision. The user will receive a response to the request within 30-days of the Library receiving the request.

8.1.1 Guiding Principles

- The University Freedom of Speech Code of Practice (Reg 29) and the Higher Education (Freedom of Speech) Act 2023 are guiding documents for this policy. Any reconsideration review will use the principles outlined in these documents to inform its decisions.
- Libraries have diverse resources reflecting differing points of view, and the library’s mission is to provide access to information to all users.
- Any person has the right to express concerns about library resources and expect to have the concerns taken seriously, but we would not usually remove items from the collection purely based on their content.
- A questioned item will be considered in its entirety, not judged solely on portions taken out of context.
- Questioned items will remain online and/or in print circulation during the

³ [IFLA Statement on Censorship](#)

reconsideration process.

9.0 Open Access and Open Educational Resources

The Library supports the University open Access Policy⁴ and making relevant resources Open Access. The Library aims to assist in the creation and use of Open Education Resources (OERs) that advance open scholarship, inclusive education, and innovation in pedagogy.

The Library will:

- Support open scholarship through the acquisition and promotion of curated academic open resources.
- Support the development and use of appropriate Open Education Resources (OERs) relevant to taught courses.
- Facilitate the discoverability of Open Access and OERs through the Library discovery-layer.
- Actively engage in RLUK and Jisc initiatives and negotiations to transform the publisher funding models.
- Support open-access publishing and facilitate compliance with funder mandates.
- Manage the institutional repository and ensure long-term access to Warwick research outputs.
- Promote responsible research practices, including FAIR data principles.
- Provide information on accessibility, copyright, licensing, and research dissemination.

10.0 Collaboration and Resource Sharing

The Library will collaborate with:

- Regional and national consortia to negotiate licences and share resources.
- Other research library consortia to reduce duplication and enhance access.
- International partners to support global engagement and trans-national scholarship.

11.0 Governance and Review

- This policy will be reviewed annually, or sooner if required by strategic, legal, or technological changes.
- Oversight rests with the Library Senior Leadership Team and is informed by consultation with academic departments, students, and University governance bodies.
- Operational procedures (e.g., acquisitions workflows, reading list processes) will be maintained separately, updated as needed and overseen by the Library Senior Management Team.

⁴ <https://warwick.ac.uk/services/library/research-support/open-access/oa-policies/warwick-oa-policy/>

Appendix A – Acquisitions Policy

A1.0 – Scope

The Library's acquisitions policy supports the University's teaching and research mission through efficient and effective provision of scholarly resources.

A1.1 – Selection Principles

Acquisitions of scholarly resources are sought to support:

- Reading lists for essential, recommended and further reading.
- Academic, researcher and student requests.
- Collections development.
- Strategic needs and consortia collaborations.
- Diversification and decolonisation of the collections.
- Open research activity.
- Transformation of current publishing models for both research and textbook material.

A2.0 – Collections Lifecycle Model

The Library will, where feasible, acquire and enable access to scholarly resources according to a Collections Lifecycle Model, adapted from *Shenton (2003) Lifecycle Collection Management*. essence:

- Preparing – (evidence, data gathering and analysis...)
- Planning – (reviewing, reporting, consulting, and selecting...)
- Acquiring – (purchasing, licensing, Open Access...)
- Describing – (cataloguing, classification, linked data, web presence optimisation...)
- Activation – (online access, shelving...)
- Engagement – (advocating, engaging...)
- Evaluation – (usage, curricula adoption...)

A3.0 – General Acquisition Guidelines

Scholarly Resources should

- Support learning, teaching, and research in current or emerging areas of study, teaching, or research.
- Reflect diverse perspectives, including historically underrepresented or marginalised groups, ensuring that scholarly resources support an inclusive learning, teaching, and research environment.
- Be accessible and usable to ensure access by all.

- Offer long-term value including quality of scholarship, authority (credible authorship/publisher) appropriateness, currency, and interdisciplinary relevance (when applicable).
- Prefer digital formats, supported by analogue formats (when appropriate).
- Be cost-effective and offer value for money.
- Be technologically compliant meeting relevant standards and university policies.
- Meet licensing, legal, policy and regulatory standards.
- Align with the transformation of Open Access and meet consortia agreements.
- Support a broad range of recreational resources, across genres and from varied perspectives to enrich cultural understanding, and support well-being.

A3.1 – Digital Resource Guidelines

In addition to the above, digital resources should:

- Provide for remote access and authentication (Open Athens, Shibboleth etc.) and maximisation of simultaneous use.
- Be compliant with W3C web technology standards.⁵
- Be compliant with cyber security regulations and data protection legislation.
- Be compliant with university generative artificial intelligence (AI) policies. Where they include generative artificial intelligence functionality, be clear about the credibility of search outputs, the transparency of algorithms and processes and the impact on the user experience.
- Include user-friendly design, device agnostic, adequate output options (download, printing...) and optimised resource discovery (browse, search...),
- Optimise accessibility for users with regardless of abilities, and complaint with W3C.
- Include compatibility, archiving rights (post cancellation access), vendor support.
- Provide licensing terms which meet legal and institutional requirements.
- Make usage statistics available in a clear and transparent way.
- Support digital preservation.

Compliance with minimum standards for licensing and contract terms. Licensing considerations include, but are not limited to:

- University of Warwick contract requirements.
- English Law.
- Additional authorised user options (for alumni, transnational education, and walk-in users).

⁵ <https://www.w3.org/standards/about/#what-are-web-standards>

- Inter-library-lending rights.
- Right to include in course packs.
- Robust user privacy protections.
- Post-cancellation access rights.
- Restrictions on other activities such as resource sharing and data mining.
- Treatment of graphics, formulae, and other nonstandard characters.
- Availability of standardised usage statistics (e.g. COUNTER).

A3.2 – Recurrent Resource Guidelines

Subscriptions and recurring cost items:

- Reviewed annually or at contract renewal.
- Must meet funding constraints, Open Access goals, and consortia commitments.
- Cancellations considered, when necessary, due to no or low usage, budget constraints, cost increases, contractual or vendor change(s) etc. in liaison with faculty.

A4.0 – Book Purchasing Ratios

The Library will acquire books guided by student numbers and purpose, recommendations from faculty and analysis of demand, subject to availability and price(s). Summary of usual **preferred digital and print ratios**:

Purpose	Digital (Preference Order)	Print
Essential reading list item	<ul style="list-style-type: none"> • Unlimited concurrent user DRM-free, or; • 1-user license per 10 users. 	<ul style="list-style-type: none"> • 1 print copy if e-book is available, or; • 1 print copy per 10 users (max 20) if e-book is unavailable, or; • Digitised extract(s).
Recommended reading list item	<ul style="list-style-type: none"> • Demand-driven-acquisition, or; • 1 Unlimited concurrent user DRM-free, or; • 1-user license per 10 users. 	<ul style="list-style-type: none"> • 1 print copy if e-book is available, or; • 1 print copy per 10 users (max 20).
Further reading list item	<ul style="list-style-type: none"> • Demand-driven acquisition, or; • Get-it-for-me. 	<ul style="list-style-type: none"> • Get-it-for-me, or; • Digitised extract(s).
Faculty requested item	<ul style="list-style-type: none"> • Demand-driven acquisition, or; • Get-it-for-me. or; • 1 print copy if e-book unavailable. 	<ul style="list-style-type: none"> • 1 print copy if e-book is available.

Certain expensive e-textbooks may be considered for essential reading list items as a purchase of last resort, dependent on pricing. Evidence Based Acquisition (EBA) and other e-book packages will be reviewed by the Library at renewal to ensure value for money.

Procedures for distinct types of acquisitions are routed through the Library Collections Acquisitions Team via email at acquisitions@warwick.ac.uk.

A5.0 – Editions

Most recent editions will be acquired unless a specific version is requested, where appropriate. We will normally retain the most recent edition, and the previous edition unless older editions are cited on reading lists, sought by faculty for teaching or research, part of our special collections, or are part of the UK PBC or other consortia collective collections activities. Older editions will usually be in the Library Store.

A6.0 – Out-of-Print Books

The Library can attempt to acquire out-of-print books, when necessary to support teaching or research, but staff should note that the amount of time, money and effort required can be considerable. The supply of out-of-print books can take up to four weeks or more, and the physical condition of out-of-print books may not be to the same standard as new editions. The Library reserves the right to decline to purchase out-of-print items and can advise on alternative editions and/or titles.

A7.0 – Digitised Articles and Chapters

The Library can supply digitised journal articles and book service, which includes:

A.7.1 – Digitised Scans

The Library can supply digitised journal articles and book chapters as PDF/A scans (where possible) on Reading Lists under Copyright Licensing Agency Higher Education Licence⁶ terms and conditions.

A7.2 – Scan and Deliver

The Library can supply digitised journal articles and book chapters as PDF/A scans (where possible) from Warwick collections electronically to students under the relevant provisions of the Copyright, Designs and Patents Act 1988 (as amended).⁷ Staff and students will need to submit their own requests and agree to the copyright and licence limitations.

A8.0 – Accessibility

The Library is committed to inclusive access; alternative formats and adaptive technology will be supported as needed. Copyright exceptions (where applicable) will be used to obtain accessible formats, and a range of products and services employed to support inclusive access. This includes use of the Royal National Institute for the Blind (RNIB) Bookshare,⁸ who can obtain and produce accessible versions of books, and contacting publishers directly. Unfortunately, not every request to this service is successful.

⁶ <https://cla.co.uk/cla-products/higher-education-licence/>

⁷ <https://www.gov.uk/government/publications/copyright-acts-and-related-laws>

⁸ <https://www.rnibbookshare.org/>

The RNIB service is available to students and members of staff who have:

- a visual impairment (blind or partially sighted).
- a specific learning difficulty (such as dyslexia).
- a neurodevelopmental disability (such as autism, ADHD etc.).
- a physical disability which affects use of printed resources.

A9.0 – Get It For Me

The service includes the processing of requests for articles, book chapters, books, thesis, and conference proceedings not currently available in the Library to be used for personal study, teaching, and research. Resources requested may be acquired through scanning, purchasing, or borrowing (interlibrary lending) depending on the nature of the request, availability or sourcing, and cost of material.

The Library will seek to add the resource to its collections where possible but may defer to inter-library loans and scanning services as needed. The Library has the right to deny service requests based on excessive or prohibitive cost, shipping restrictions and/or restrictive import and export controls and reserves the right to limit requests to the service based on inappropriate or excessive use.

Users of the service must adhere by the copyright declaration as stated when submitting their request. Users accept liability for the full replacement cost and/or any administrative fees for analogue items that are returned damaged, or for items that are lost by the user.

A10.0 – Trial access and Requests for New Resources

The Library will assist with trial access to digital resources (databases, e-books etc.) if the publisher or supplier allows it.

- Requester must complete a business case showing how the resource will benefit the University if we were to purchase or subscribe.
- Trials must be approved by Library.
- Resources will be evaluated in collaboration with requester and other interested users.
- Completion of evaluation form required to inform decisions.
- Savings of equal value, or new budget sources should be identified ahead of time.
- Trials for individual users, such as in support of an individual's project or research and not aimed to benefit the wider university will not be facilitated by the Library.

Recommendations for resources which are only available via a recurrent annual subscription (e.g. databases, e-journals etc.) will be considered, as well as one-off single purchases. The Library Collections Acquisitions team will obtain pricing and licensing information. The Library will evaluate the feasibility of purchasing or subscribing against our available funding on a regular basis.

The Library budget for Information Resources is a finite and fully committed budget annually, so new subscriptions are usually only considered when an existing resource has been cancelled

(to equal value), or additional new funds become available. The Library will consult with anyone requesting a new subscription to discuss options.

Strategic or significant new purchases are usually considered during the period May – July as part of the regular review of subscriptions and in the light of any cancellations made as part of that process.

A11.0 – Replacement of Missing Resources

Where items have been lost or irreparably damaged while on loan, a charge for replacement will be made to the borrower and the item replaced where possible. If the item is out- of-print, a more recent edition or a text of similar content may be acquired. Where items are reported as missing from the shelves, staff will make repeated searches in all locations. If the item remains missing, it will be recorded as such in the catalogue.

Items which have been missing for over two months may be considered for replacement by the Collections Management Team. Earlier replacement may be made on request. These replacement items are funded from the Library acquisitions budget. If no replacement is possible or desirable, the catalogue record will be deleted.

A12.0 – Donations

The Library only accepts donations that align with current teaching, research, and collection needs, typically requiring prior approval to avoid unmanageable processing costs and space limitations. Unsolicited donations are usually rejected or may be disposed of. Accepted items become university property and may be disposed of, sold, or donated elsewhere if deemed unsuitable, damaged, or redundant.

The following conditions of acceptance apply for any donation:

- We will only consider items for inclusion if they fall within the scope of the Library Collections Policy, particularly in terms of uniqueness and academic value.
- Prospective donors should submit a list of the items they wish to donate to enable their suitability against existing resources and current education and research priorities to be assessed. We cannot accept any substantial donations where donors are unable to provide such an electronic list.
- Items should make a valuable contribution to our collection, and do not duplicate existing resources, unless they are in high-demand or rare.
- Donors cannot put restriction on subsequent location, timescale for processing or future disposal of donated items.
- We will not normally accept resources in poor physical condition.
- We will usually be unable to accept substantial donations where funding cannot be identified in advance to pay for delivery to the Library and for subsequent cataloguing and processing.
- We normally cannot accept back runs of printed periodicals that duplicate existing holdings or that are very incomplete.
- We cannot guarantee to house donated items together.

- We cannot guarantee to house donated items in a particular collection.
- Unsolicited donations such as house or office clearances are not normally accepted unless items are in high demand or rare.

Declined donations: Items frequently declined include:

- Older textbooks or outdated research.
- Resources in poor physical condition (torn, mouldy, written in).
- Items in obsolete formats (e.g., VHS, cassette tapes).
- Duplicate copies of items already owned.
- Incomplete back runs of journals.

A13.0 – Artificial Intelligence

The Library aims to ensure that resources, including databases are compliant with appropriate university policy and regulations, including academic integrity⁹ and information compliance.¹⁰ If compliant and approved for licensing the Library will ensure that such resources are labelled as such in the catalogue record and the discovery-layer.

⁹ <https://warwick.ac.uk/students/academic-essentials/academic-integrity/artificial-intelligence/>

¹⁰ <https://warwick.ac.uk/services/secretarytocouncil/info-security/im-policy-framework/policies/imp02/>

Appendix B: Collections Management

B1.0 – Scope

The Library will manage its collections to ensure that current and anticipated future learning, teaching and research requirements are met. It includes the categorisation of the printed books and journals, what is retained and what may be deaccessioned, how items are cared for, multi-media and digital resource management. An important part of collections management involves regular assessment and review of resources held on campus in the Library, consider which items might be held off campus in the Library Store and which selected Self-renewing and Finite books, and journals which are no longer needed might be deaccessioned.

B2.0 – Assessment and Review

Collections will be codified using the Research Libraries UK Unique and Distinguished Collections¹¹ (UDC) categorisation and regularly reviewed to ensure they remain relevant, accessible, and aligned with strategic and academic priorities and users' needs. It applies to the general and special collections. Regular assessment will consider:

- Usage data and demand.
- Currency and accuracy of content.
- Space and storage constraints.
- Licensing and cost sustainability.
- Disciplinary changes and new research directions.
- Wider strategic drivers such as diversification and decolonisation and open educational resources (OERs).

The UDC defines print book collections according to four categories. These are detailed below, with the Library's approach to managing each:

- **Heritage:** Collections of internationally or nationally significant depth and breadth. The Library will continue to develop and grow these collections.
- **Legacy:** Collections which have historic strength. These may, in reflecting the output of a period or person, be of international, national, local or institutional significance. Where these do not meet current research and teaching needs these will not be added to by using Library funds.
- **Self-renewing:** Collections which do not have sufficient depth or breadth to be of national significance, but which are required to meet the needs of current research and teaching. Material will only be retained within these collections for as long as it is required.

¹¹ <https://www.rluk.ac.uk/wp-content/uploads/2014/12/RLUK-UDC-Report.pdf>

- **Finite:** These are collections which have neither historic strength, nor relevance to current teaching and research. These collections will be considered for withdrawal from the Library collections.

The Library has made extensive use of collections printed book data, including local and national datasets to inform the categorisation of its printed books at an item level as part of the United Kingdom Print Book Collection (UK PBC). The UK PBC is collaborative national distributed book collection, led by the British Library in partnership with UK academic libraries. At least seven copies of any title are held by UK PBC members to ensure long-term access to titles.

These categories inform what will happen to each item, as listed below:

Category	Intention	Criteria
Heritage	To be kept at the Library (sent to Special Collections)	<ul style="list-style-type: none"> • Pre-1901 publication date and; • Held by 8 or fewer UK PBC libraries, or; • Ethnicity and Migration collection, or; • Printed Doctoral Theses.
Legacy	To be kept at the Library	<ul style="list-style-type: none"> • 1901-1953 publication and; • Held by 8 or fewer UK PBC libraries.
Retain (Self-renewing and Finite)	To be kept at the Library	<ul style="list-style-type: none"> • Acquired within the last 10 years normally or 15 years¹² in exception, or; • Checked out within the last 10 years, or; • Included on a reading list within the last 3 years.
Relegate (Self-renewing and Finite)	To be kept at the Library Store	<ul style="list-style-type: none"> • Acquired over 10 years normally or 15 years in exception, or; • Not checked out within the last 10 years, or; • Not a duplicate item, and; • Has been checked out at least once whilst kept at the Library, or; • Held by 8 or fewer UK PBC libraries.
Deaccession (Self-renewing and Finite)	To be deaccessioned	<ul style="list-style-type: none"> • Acquired over 10 years normally, or 15 years in exception, or; • Not checked out within the last 10 years, or; • Is a duplicate item, or; • Held by 8 or more UK PBC libraries.

All categories of printed books will be located on the open Library shelves where possible for a period of five years, regardless of usage. The Library will ensure long-term access to those titles relegated to store or deaccessioned but available in an e-book format regardless of the UDC

¹² This term will be agreed with Faculty, allowing those subject areas with a heavier reliance in printed resources such as those in Arts and humanities (Art, English, History etc.), and Social Sciences (e.g. Maths, Philosophy etc.) to retain for 15 years before triggering a relegation to the Library Store.

codification and provide free and unlimited access to print titles through the 'Get It for me' service.

The Library has made extensive use of collections printed journals data, including local and national datasets to inform the categorisation of its printed journals at an item level as part of the United Kingdom Research Reserve (UKRR). The UKRR is a collaborative national distributed collection of print journals, led by the British Library. It aims to ensure long term access to low-use printed journals, with at least two copies of a title held by UKRR members.

These categories inform what will happen to each item, as listed below:

Category	Intention	Criteria
Retain (Journal)	To be kept at the Library	<ul style="list-style-type: none"> Acquired within the last 10 years normally or 15 years¹³ in exception, or; Requested within the last 10 years, or; Included on a reading list within the last 3 years, or; Is not available as an e-journal.
Relegate (Journal)	To be kept at the Library Store	<ul style="list-style-type: none"> Acquired over 10 years normally or 15 years in exception, or; Not requested within the last 10 years, or; Not a duplicate item, and; Has been requested at least once whilst kept at the Library, or; Held by 2 or fewer UKRR libraries, or;
Deaccession (Journal)	To be deaccessioned	<ul style="list-style-type: none"> Acquired over 10 years normally, or 15 years in exception, or; Not requested within the last 10 years, or; Is a duplicate item, or;

¹³ This term will be agreed with Faculty, allowing those subject areas with a heavier reliance in printed resources such as those in Arts and humanities (Art, English, History etc.), and Social Sciences (e.g. Maths, Philosophy etc.) to retain for 15 years before triggering a relegation to the Library Store.

		<ul style="list-style-type: none"> • Held by 2 or more UKRR libraries or: • Is available as an e-journal with post-cancellation access, and a digital preservation-layer.
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B3.0 – Retention and Deaccessioning

The Library is committed to ensuring the retention of Heritage and Legacy books. Items cannot be deaccessioned without in-depth analysis of its impact, and further consultation with the academic community. Selected Self-renewing and Finite books, and Journal items may be deaccessioned systematically and transparently, in consultation with the academic community through an online dashboard which will clearly identify those items selected for retention, relegation to an off-site store (but available ‘on demand’) or deaccession. The aim is to be open, and transparent, and to engage academic colleagues in steering this work.

Resources may be deaccessioned when they:

- Are outdated, superseded, or inaccurate.
- Show sustained low, or no usage over a five-year normally or ten-year period when specified by a subject area or discipline, in recognition of the ongoing importance of printed resources to scholarship in these areas.
- Are easily accessible on demand via Get it for Me from other libraries.
- Are included in the United Kingdom Print Book Collection (UK PBC) or United Kingdom Research Reserve (UKRR), which ensure ‘lots of copies keep stuff safe’ for long-term sustainable access to scholarly resources.
- Are available as e-books and e-journals with post-cancellation access, and digital preservation-layers in situ to ensure long-term access.
- Are in poor physical condition and not suitable for repair.
- Duplicate digital holdings without added value.

Retention will be prioritised for:

- Core teaching resources.
- High value research monographs.
- Seminal texts.
- Special collections and archives.
- Items of historical, cultural, or institutional significance.
- Items which support consortia resource sharing.
- Need to be retained for the United Kingdom Print Book Collection (UK PBC) or United Kingdom Research Reserve (UKRR) schemes.

B4.0 – Care, Conservation and Preservation

The Library aims to ensure the right balance in access and use of its collections, and the long-term care, conservation, and preservation of them. The Library complies with relevant clauses of the British Standard (BS 4971) and ISO/TR 19814:2017 in safeguarding its collections.

We define the care, conservation, and preservation as:

- Collections Care: preventative conservation and preservation applied to the collection.
- Preventative Conservation: actions and treatments aimed at safeguarding the integrity and authenticity of an item, to minimise damage, and any more invasive interventions.
- Remedial Conservation: restorative actions and treatments applied to limit or reverse damage to an item, including professional and specialist measures to ensure the integrity of an item.

The principles which inform our approach include:

- Risk management.
- Professional standards and good practice(s).
- Compliance with legislation and university regulations.
- Expertise and staff skills.
- Health and safety.
- Business continuity and disaster recovery plans.
- User education and safe handling.

The policy relates to items in the general collection which are in use, on-site and off-site storage or transit, and special collection items which are closed access.

B5.0 – Preventative Conservation:

- Comply with the university IG04: Digital Preservation Policy¹⁴
- Collaborate with Estates to ensure appropriate environmental and security conditions are appropriate and maintained.
- Review storage areas to achieve improvements necessary to reduce the risk of damage, deterioration, or loss.
- Manage and monitor the risk of pest damage.
- Ensure on-going environmental monitoring of special collections storage on and off campus to identify potential risks including humidity, temperature, light, and atmospheric pollution.
- Respond to issues identified during environmental monitoring in a prompt and appropriate manner to address their causes before damage can occur.
- Digitise selected resources where legally and technically feasible to reduce pressure on fragile physical resources.
- Participate in shared print and digital preservation initiatives.

¹⁴ <https://warwick.ac.uk/services/secretarytocouncil/info-security/im-policy-framework/policies/ig04/>

B6.0 – Remedial Conservation

The Library will refer damaged library resources for repair, where the value of the item warrants such intervention. Remedial conservation will adhere to the principles of minimum intervention and respect the integrity and authenticity of an item. Conservation treatments will be undertaken by expert staff with the appropriate skills and training, in compliance with recognised standards and good practice(s).

Complex treatments will be referred to the Manager of Collections Management and may be referred to a specialist external conservator for treatment. Priority will be given to Heritage and Legacy items, with Self-renewing and Finite unlikely to warrant the costs associate with such complex treatment.

B7.0 – Multimedia Resources

For the purposes of this policy the definition of multimedia incorporates:

- Visual resources – still and moving image formats, including maps.
- Audio resources – sound formats.
- Audio visual resources - moving image and sound resource formats.
- Multimedia resources – formats incorporating a range of media, including audio, video, text, and animation within an interactive e-resource.

Multimedia resources will be acquired and managed in consultation and partnership with faculty, within the limits of resource availability. Permanent withdrawal of physical equivalents will be considered where long-term electronic access to content can be guaranteed.

B8.0 – Digital Resources and Reprographics

Digital resources bring different issues with them, depending on how / when / by whom they were created. Techniques for digital preservation (time-limited or in perpetuity) include:

- Emulation (techniques for overcoming obsolete hardware and software by imitating obsolete systems).
- Migration (the movement between media, e.g. disc to CD; CD to copying / absorption in the Storage Area Network (SAN)).
- Reformatting (from one file to format to another).

The responsibility for preservation of the content of commercial online products that are hosted remotely, e.g. electronic journals, books and databases, lies with the service supplier.

Locally created digital resources such as theses and exam papers are preserved using a commercial preservation service. The Library runs an active digital preservation programme, to assist with the preservation of archives and special collections, and to enable online access to our collections. Some resources are made available to trusted third parties, with a record of accomplishment in digital preservation.

B9.0 – Methods of Disposal

- Transfer to a more appropriate institution as part of the UK Print Books Collection (UK PBC), UK Research Reserve (UKRR) or other appropriate consortia resource sharing scheme(s). The UK PBC and UKRR are a national distributed collection of print monographs and print journals with RLUK, SCONUL, national libraries, special libraries, and Jisc all playing a role. This approach will ensure preservation of, and long-term access to, shared printed monographs and journals in the UK for current and future users.
- Book sales through an approved vendor, with proceeds reinvested in Special Collections.
- Items which remain unsold by an approved vendor will be pulped and recycled under recognised UK environmental and sustainability standards. Vendors will be licensed by the Environment Agency. Vendors will not use landfill or incinerate items. Activity will be compliant with the University Sustainability Strategy¹⁵.

The Library will **not** dispose of resources contrary to donor agreements, consortia agreements or legal obligations.

Appendix C: Special Collections

C1.0 – Scope

The University of Warwick Library’s Special Collections exist to preserve, curate, and provide access to rare, unique, and distinctive resources that support the University’s teaching, research, and public engagement mission. This policy outlines the principles governing the acquisition, management, access, and responsible stewardship of Special Collections resources including printed books, manuscripts, archives, and other formats.

This policy applies to all Special Collections held by the Library, regardless of format, provenance, or location within the Library.

C2.0 – Definition of Special Collections

These comprise resources that require enhanced care, controlled access, or specialist handling due to one or more of the following characteristics:

- Items categorised in as ‘Heritage’ in the Library Collections Management Policy (see Appendix B).
- Rarity or scarcity (e.g. manuscripts, incunabula/early printed books, limited editions, ephemeral publications).
- Research significance to the University’s academic strengths.
- Provenance or association with notable individuals, organisations, or movements.
- Physical fragility or formats, such as oversized objects requiring specialist storage.
- Distinctiveness that enhances the University’s cultural or scholarly identity.
- Special Collections include both heritage and legacy holdings and actively acquired resources.

C3.0 – Purposes of the Special Collections

The Library maintains Special Collections to:

- Support research excellence across disciplines.
- Enhance teaching and learning, including object-based learning.
- Preserve resources of long-term cultural, historical, or scholarly value.
- Promote public engagement, widening participation, and community collaboration.
- Contribute to the University’s institutional memory and heritage.

C4.0 – Acquisition Methods

The Library acquires Special Collections resources through:

C4.1 – Purchase

Selective purchase of rare or distinctive items that strengthen existing areas of excellence or fill identified gaps.

C4.2 – Donation and Bequest

- Acceptance of gifts that align with the Library’s collecting priorities and do not impose unsustainable storage, conservation, or access obligations.
- Donors will usually be asked to sign a Deed of Gift transferring ownership to the University.

C4.3 – Transfer from University Departments

Resources of enduring research or historical value may be transferred from academic or administrative units.

C4.4 – Deposit Agreements

In exceptional cases, the Library may accept long-term deposits where the resource is of significant research value, and the terms are mutually beneficial.

C4.5 – Evaluation Criteria for New Acquisitions

Potential additions to Special Collections will be assessed using the following criteria:

- All acquisitions must comply with legal, ethical, and provenance standards, including due diligence on ownership and cultural property considerations.
- Relevance to Warwick’s research and teaching priorities.
- Uniqueness or rarity of the resource.
- Provenance and contextual significance.
- Physical condition and feasibility of long-term preservation.
- Cost implications, including conservation, storage, and cataloguing.
- Legal and ethical considerations, including copyright and ownership.
- Complementarity with existing collections.
- Resources that duplicate existing holdings, fall outside collecting priorities, or impose disproportionate resource demands will not normally be acquired.

C5.0 – Deaccessioning and Disposal

The Library recognises that responsible stewardship includes the ability to deaccession Special Collections items that no longer meet the criteria for retention. Deaccessioning will be undertaken cautiously, transparently, in compliance with in-depth analysis with the UK Print Book Collection, in line with professional standards and in consultation with the academic community.

C5.1 – Grounds for Deaccessioning

- Resource falls outside current collecting priorities.
- Duplicates that do not add research value.
- Items irreparably damaged or posing conservation risks.

- Legal or ethical requirements to return resources to rightful owners, e.g. in the event of a deposit term coming to an agreed end.

C5.2 – Process

- Assessment by Library and Archives staff.
- Approval by the MRC Manager & Head of Special Collections and Archives, and the University Librarian.
- Full documentation of rationale, assessment, and method of disposal maintained for each round of deaccessioning; in the case of items that are rare, high value, or otherwise significant, documentation will be maintained for each item.
- Consultation with the academic community.
- University of Warwick staff are not permitted to avail themselves of any deaccessioned item.

C5.3 – Methods of Disposal

- Transfer to a more appropriate institution as part of the UK Print Books Collection (UK PBC), UK Research Reserve (UKRR) or other appropriate consortia resource sharing scheme(s). The UK PBC and UKRR are a national distributed collection of print monographs and print journals with RLUK, SCONUL, national libraries, special libraries, and Jisc all playing a role. This approach will ensure preservation of, and long-term access to, shared printed monographs and journals in the UK for current and future users.
- Book sales through an approved vendor, with proceeds reinvested in Special Collections.
- Items which remain unsold by an approved vendor will be pulped and recycled under recognised UK environmental and sustainability standards. Vendors will be licensed by the Environment Agency. Vendors will not use landfill or incinerate items. Activity will be compliant with the University Sustainability Strategy.¹⁶

The Library will **not** dispose of resources contrary to donor agreements, consortia agreements or legal obligations.

C6.0 – Access and Use of Special Collections

C6.1 – Loans to Other Organisations

- The Library supports the use of its Special Collections in exhibitions and research projects through outward loans, subject to environmental and security requirements.

C6.2 – Conditions for Loan

- Borrowing institution must meet professional standards for security, environmental control, and handling.
- A formal loan agreement must be signed.

¹⁶ <https://warwick.ac.uk/sustainability/>

- Items must be insured at an agreed valuation.
- Conservation assessment must confirm the item is fit for travel and suitable packing and transport methods must be observed.

C6.3 – Loan Restrictions

- Rare, fragile, or high-risk items may be excluded.
- Loans may be declined if they conflict with teaching, research, or digitisation priorities.

C6.4 – Visitor Access and Use

The Library is committed to enabling responsible access to Special Collections for students, staff, researchers, and members of the public. The Library reserves the right to limit or restrict access in exceptional circumstances, such as rare, fragile items or those at risk of damage. Digitised surrogates, either in full or via requested extracts will, where feasible, be made available.

C6.5 – Reading Room and Virtual Reading Room Access

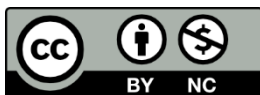
- In-person access is by appointment supervised in the Modern Records Centre (MRC) search room.
- Users must register for the MRC, providing identification as part of this process; registration will include handling and security guidelines.
- Some resources may require advance notice due to size, fragility, or storage conditions.
- Online access is by appointment and facilitated through the Virtual Reading Room.

C6.6 – Teaching and Group Visits

- Special Collections and MRC staff will support teaching sessions, tours, and workshops.
- Group access must be arranged in advance.

C6.7 – Restrictions

Access may be limited due to conservation needs, donor restrictions, or legal requirements.



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