

Collection Development Policy: Special Collections

Purpose

The purpose of this Collection Development Policy is to establish a framework for how the Library acquires special collections (defined below) material across all formats. The document also sets out the collecting priorities for the Library.

The policy is a public facing statement intended to inform stakeholders and users of Senate House Library of the purpose set out above and also an internal document to guide collection development across the department of Special Collections.

Governance

This policy statement is intended to be read in conjunction with the Senate House Library Collections Development Policy and the Collection Strengths of Senate House Library Document

Special Collections

Special Collections at Senate House Library are defined as:

- Rare books – defined here by books with either an early date of production, a limited print run, a small number of surviving copies or particularly interesting provenance
- Distinctive modern collections
- The University of London art collection

Senate House Library is committed to protecting and developing the special collections of the Library in line with the current priority collecting areas, and to support teaching and research within the University of London, the Federal Member Institutions and the wider community.

Acquiring Special Collections Material

Special collections material is acquired by donation, bequest and purchase. The Library rarely accepts long term deposits. Books and manuscripts are purchased via bookseller's catalogues, direct offer and at auction where the use of a bidding agent is usually employed. Material is also transferred to Special Collections within the Library where appropriate.

Special Collections material is acquired by the Curator of Rare Books and University Art and the Manuscript and Book Studies Librarian, in conjunction with the Head of Collections.

