The University of Manchester Library
Stock Management Policy

Context
University research libraries face rising pressure for study space and new services while continuing to collect material to support world-class research and teaching. This material is increasing digital but there is still a continuing, although decreasing, demand for print materials and a long legacy of material to consider. The Library’s print collections are regularly evaluated to ensure that they are meeting the needs of the University and are housed in appropriate locations.

Stock Management Principles
The Library aims to organise its physical stock on the following lines:

- Open shelves: material of relevance to the current teaching and learning and/or research needs of the University
- Stores: less-used stock, material of potential relevance to future research needs of the University, or material of historic importance
- Special collections: rare and unique material of local, national and international importance

There is an ongoing programme of review for library stock to ensure openly accessible shelves which are under most pressure are used sensibly. We also look to collaborate with other libraries and institutions to ensure that we have a strategic approach to collection management, especially in the light of UKRR (UK Research Reserve) and the future potential of the National Monograph Strategy.

Location of Printed Stock
General principles:

- Priority for openly accessible shelving is given to material to support teaching and learning and current research.
- Material in low use will normally be located in Store.
- Current journal titles and recent content will be located on open shelves.
- There is a limited requirement for audio-visual and microform materials and equipment for customers to use these will be continue to be provided.
- With the exception of certain discrete named collections, all pre-1801 printed material is located at the John Rylands Library.
- Material may be moved within the library system when and where appropriate.
Retention and Disposal

The pressures on stock and space, and also the need to maintain a working collection of library materials on the open shelves mean that, on occasion, material is identified for disposal. It is important that any material selected for disposal is carefully assessed and we are mindful that it is the strength of our collections which lead to our recognition as a major UK research library and enhance the University of Manchester’s reputation.

The Library uses the following criteria as a guideline to assess our holdings:

- Relevance to current research and/or teaching and learning within the University
- Potential relevance to future research and/or teaching and learning within the University
- Level of usage
- Duplication within the Library
- Rarity
- Availability and suitability of digital equivalents
- Accessibility of other copies (e.g. loans from other libraries)
- Historical value
- Physical condition
- Items which need to be retained under the terms of the Copyright Licensing Agency (CLA) Higher Education Basic Scanning License

Stock for disposal will be identified by Collection Management staff with the assistance of staff from other areas of the Library and academic colleagues where appropriate.

Methods of disposal

Material selected for disposal will be dealt with in one of the following ways:

- Making use of charitable organisations to sell material on our behalf and divide income between the charity and the Library
- Selling to legitimate booksellers
- Giving away to another library, a charity or similar organisations
- Disposal using an environmentally responsible method

All proceeds from sales will be used to either catalogue existing material which would not otherwise be made available or to purchase new library materials.

Stores

In addition to the significant amount of material held on open access shelves the Library also makes use of closed access storage. These stores are located in three different places - in the same building as the library; on campus; off site – and material from these Stores can be requested at any time and will be made available within a 24 hour period.
Special collections

(i) Printed books

These collections encompass:
- All material printed prior to 1851, irrespective of location, with the exception of printed material located within archive collections and early photographic books (1844 - 1890)
- Discrete, named, printed special collections, irrespective of date of printing.
- Printed materials or collections deemed regionally, nationally or internationally significant, irrespective of date of printing.

(ii) Manuscripts and archives

The Manuscripts and Archives team within Special Collections are responsible for managing the Library’s manuscript and archive collections, liaising closely with Collection Management staff and colleagues responsible for printed, map and visual collections. All manuscripts and archives are housed either at the John Rylands Library or in the University Archive at the Main Library. Manuscripts and archives are subject to oversight by The National Archives (TNA) and in some cases enjoy statutory protection. The Library aims to achieve TNA’s accreditation which sets down standards for acquisition, management, access and storage of such materials.

(iii) Visual Collections

The Visual Collections team within Special Collections is responsible for managing the Library’s Visual Collections which encompass:
- Fine Art (paintings, prints, drawings and sculptures)
- Photography (analogue photography and photographic equipment)
- Objects (objects that relate to the history or writing and printing and objects with associational value)

These collections are dispersed across Library sites and we aim to achieve the SPECTRUM standard for the acquisition, management, access, display and storage of these collections.

(iv) Maps

These collections encompass our holdings of UK mapping, current and historical, with both topographic (general purpose) and thematic (special purpose) series. The map collection, together with related monographs, atlases and gazetteers, and cartography textbooks, is located in the Purple Ground area of the UML’s Main Library on the Oxford Road campus. Many of our antiquarian maps are held at The John Rylands Library.

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