

Glasgow School of Art

Collection Development Policy

(Taken from Special Collections and Rare Books Policy, Version 1 June 2009)

Collections and Collecting Areas

Current collections in the Library include:

- Rare books from the Library's foundation collections, including books from the 16th-19th centuries
- The Stoddard Design Library of carpet manufacturers James Templeton of Glasgow and A. F. Stoddard of Elderslie
- Artists' Books Collection of 20th century artists' books and fine press books

Active collecting areas include:

- Titles with particular relevance to the School's learning, teaching and research activities in art, design and architecture
- Titles that hold relevance to the School's institutional history
- Titles that hold relevance to the Art Nouveau and Mackintosh heritage of Scotland
- Titles that feature highly visual or graphical content

Inclusion of Titles

It is accepted that the definition of a Special Collection title will vary greatly from title to title, although most titles will possess at least some attributes in common, such as rarity, value or age.

For titles to enter Special Collections they will generally be expected to meet at least 3 of the following criteria. However, this list is non-exclusive, and the Library reserves the right to place any title it sees fit into Special Collections.

- Title is particularly rare
- Title is published before a rolling dateline, currently set at 1850
- Title exceeds a value of £350, to be reviewed annually to account for inflation and cost fluctuation
- Title is subject to purchase or bequest covenants that specify inclusion in Special Collections or other restricted access conditions
- Title is a first edition
- Title is a limited edition
- Title has a particularly noteworthy provenance
- Title contains noteworthy bookplates, signatures or other markers
- Title contains valuable prints or plates that otherwise would be at risk of theft or damage.

Disposal and Sale

The Library accepts that it holds Special Collection titles in trust for both the institution and future generations of researchers. Because of the rarity and value of Special Collection items, there will remain a general presumption against disposal in most instances.

However, in certain unique circumstances the Library may need to consider disposal, for example if several copies of a particular edition of a Special Collection title are held. Disposal guidelines for Special Collections will remain consistent with the Library's general Collection Development Policy, and with established professional guidelines and advice.*

Any disposal from Special Collections would be subject to authorisation from Head of Learning Resources and the Directorate.

The following material will be exempt from disposal:

- Any title that is subject to purchase or bequest covenants that prevent disposal
- Any foundation collections established at the institution's foundation
- Any titles with bindings of special interest
- Any titles with unique bookplates, signatures, annotations, or other markers.

Before any Special Collection disposal, advice will usually be sought by the Academic Liaison Librarians from accepted authorities and professional bodies. Where other libraries and archives can be identified, withdrawn titles may be offered to these institutions in the first instance.

Where disposals are to be offered for sale, independent commercial advice will normally be sought on value in order to ensure best value and return on investment for the institution. Consideration may be given to offering titles for sale via auction, where this could potentially yield the highest return for the institution. All sums achieved through sale will be returned to the institution to contribute to its learning, teaching and research mission.

The Library is a signatory of the collaborative print retention policy for Scotland, jointly adopted by the Scottish Confederation of University and Research Libraries, the National Library of Scotland, and the Scottish Library and Information Council. When removing items from stock, the Library will strive to ensure that material published in Scotland or relating to Scottish language, history, culture and interest remains available within Scotland. To this end, it will offer any unique Scottish material to the National Library of Scotland in the first instance, and other appropriate institutions in the second instance, before disposal. The Library will also strive to ensure that it does not dispose of other non-Scottish unique titles, without first offering them to other institutions.

The Library will maintain deaccession records for all withdrawn titles in line with its legal obligations.

* Disposals policy (March 2008). Updated ed. London: UK Bibliographic Standards Committee, CILIP Rare Books and Special Collections Group. Available at URL http://www.cilip.org.uk/get-involved/special-interest-groups/rare-books/policy/pages/policy_sales.aspx