

Rare Books and Named Collections Policy

Rare Books and Named Collections is part of Special Collections, which also includes the Archive.

Core Principles

- Rare Books is a repository of materials, mainly books and journals, distinguished from main library stock due to need for particular care in their storage, access and preservation
- Named Collections are sets of books and journals donated from a single source that need to be kept together rather than dispersed through stock. They may include rare books
- The core purpose of the collection is to support learning, teaching and research at DMU
- The holdings will be managed collaboratively by Library staff aiming for the highest professional standards

Subject Strengths of Rare Books

- Photography
- Fashion and textiles
- Sports history
- Art, design and architecture
- Leicester local history
- Women's magazines
- Youth work
- Jainism

Acquisition by transfer from the main library collection

- Criteria for transfer from the main library holdings:
 - Rarity and uniqueness
 - Preservation needs
 - Age
 - Out of print
 - Financial value
 - First/limited/special edition
 - Quality and value of binding

Acquisition by donation, bequest or purchase

- Donated or bequeathed material will be judged by the subject strengths listed above. The library reserves the right to refuse donations or to weed out donated items within a collection if they do not fit the criteria
- If a large discrete collection is offered then space, physical condition and cataloguing time will also be considered
- Relevant academics can be consulted as to the potential value of an offered collection and its likely ongoing use for teaching, learning and research at DMU
- If an item/collection is offered that does not fit into one of the existing subject strengths, it must relate to a teaching strength of the university and an excellent case be made for its potential ongoing use by students and staff

- Academics are welcome to suggest collections for acquisition but must be aware that such suggestions will be judged by the subject strengths listed above. They are invited to complete a 'Rare Books Donation Request Form' (see Appendix 1)
- Donors will be asked to complete a gift agreement form (see Appendix 2)
- Material will only be considered for purchase if it will add outstanding value to the subject strength collections
- The library reserves the right to subject Rare Books to regular reviews and dispose of material which no longer meets the criteria. Where possible items will be offered elsewhere.

Collections Management Responsibilities

- Management of Rare Books is carried out jointly by relevant library staff
- Decisions on acquisition and retention are made by the relevant subject librarians
- Responsibility for facilitating user access and ensuring security rests with the archivist
- Collections are to be catalogued as part of the main library catalogue by the cataloguing team or staff working under their supervision
- Preservation and repair are managed jointly by the archivist and the repair and binding teams
- All staff are responsible for promotion of the collections, for example by such means as LibGuides, faculty/academic liaisons, open events, talks and social media

Collections Care

- Rare Books holdings are kept on rolling stacks in the Special Collections reading room (KL 00.21). They are away from any source of heat or natural light. Pests are monitored and the area is kept clean
- A programme of rebinding and binding repair is underway
- Access to the reading room is only permitted under supervision of a member of staff. At all other times the room is kept locked and secure
- Readers are encouraged to take care of the items they consult. Book rests and lead weights are available and pen may not be used. The preferred method of copying is by overhead photography. Photocopying is allowed on a case by case basis and is dependent on the condition of the item.

Policy created by: Katharine Short, Archivist, July 2015

Policy revised by: Katharine Short, Archivist, April 2016

Policy approved by: Alan Brine, Interim Director of Library and Learning Services, April 2016

Policy review due: April 2018

Appendix One: Donation Request Form

DE MONTFORT UNIVERSITY ARCHIVES AND SPECIAL COLLECTIONS

Rare Books Donation Request Form

Rare Books is a repository of materials, mainly books and journals, distinguished from main library stock due to need for particular care in their storage, access and preservation. The core purpose of Rare Books is to support learning, teaching and research at DMU

Subject Strengths of Rare Books

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- Youth work
- Jainism

Academic staff are welcome to suggest collections for acquisition but must be aware that:

- material will be judged by relevance to the subject strengths listed above.
- the library reserves the right to weed out donated items within a collection if they do not fit the criteria or duplicate existing holdings
- available space, the physical condition of the collection and cataloguing time will also be considered

If an item/collection is offered that does not fit into one of the existing subject strengths, it must relate to a teaching strength of the university and an excellent case be made for its potential ongoing use by students and staff

Please return completed form to the Director of Library and Learning Services, Kimberlin Library

Details of person requesting deposit

Name:

Position:

Faculty/department:

Telephone and email:

Date of request:

Legal information

Current owner of the collection including contact details:

Does the current owner have the legal right to donate the collection?

Outline the provenance of the collection:

Anticipated terms of donation (e.g. *any stipulations or conditions in terms of access or retention etc*):

Physical information

Current location of the collection (e.g. *town, county*):

Size and format of the collection (e.g. *4 shelves and 3 boxes comprising 120 items, a mix of books, pamphlets and journals*):

Condition of the collection and current storage conditions (e.g. *kept in plastic boxes in attic, some mustiness*):

Anticipated method of transport to DMU:

Are there any time constraints to the transfer of the collection?

Has the collection been listed or catalogued and are these lists available?

Significance to Rare Books

Brief description of the content of the collection including the subject strength it relates to:

Please explain how the collection will support the ongoing teaching, learning and research activities of DMU, including anticipated frequency of use, how it will be promoted by teaching staff, and any local, national or international significance:

Does the collection complement an existing collection at DMU or elsewhere? If elsewhere, what is the argument for donating the collection to DMU and not the other repository?

Comments and signature of authorising Dean:

Appendix Two: Gift Agreement Form

DE MONTFORT UNIVERSITY ARCHIVES AND SPECIAL COLLECTIONS

GIFT AGREEMENT

Name:

Address:

Contact information:

Hereby donates the following material to DMU Special Collections:

Description of material:

Date range:

Extent (bulk):

The following restrictions/permissions apply to the access to and/or copyright of this material:

The donor gives DMU permission to appraise the collection, and where relevant to remove items that do not meet the criteria for retention. If such material is identified, please indicate if it is to be returned:

TRANSFER OF OWNERSHIP

THIS GIFT is made on the.....day of..... 20.....

By.....

of.....

.....

(the Donor)

And accepted on behalf of DMU:

By.....

Position.....

Contact information:.....