

Royal Northern College of Music

Library Collection Development and Management Policy

Policy & Procedure

Department: Library

Document owner: Head of Library Services

**Approval Committee: Education Quality
Committee**

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RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

1. Purpose

The Library's primary purpose is to support the work of the College in teaching, learning, performance and research through the timely provision to students and staff of appropriate resources in printed, audio, visual and online formats.

The principal objectives of the collection are:

1. to make available material to support the curricular needs of members of the College and Junior RNCM.
2. to collect material which will support research and advanced study, both now and/or in the foreseeable future (subject to resources being available).
3. to make available material which will stimulate the users' intellectual interests in music, but which may not necessarily be related to the curriculum.

2. Funding

The Library is funded by a revenue budget which is reviewed on an annual basis. Within the total budget there are separate codes and the allocation between these is reviewed annually as part of the Library business plan, taking account of historic expenditure, known future costs (e.g. subscriptions) and plans such as academic course developments.

Any monies paid by users for replacement costs is additional to the core revenue allocation.

3. Acquisitions: Purchasing

a) Requests

Items in all formats (print, audio-visual, electronic, online) are purchased in response to requests in the following categories:

- a.i) from members of staff, either directly or through course documentation supplied to the Library, for teaching, research or performance within the College.
- a.ii) from students in relation to their course of study. In the case of requests which are highly specialised, apparently unrelated to the current programmes of study and research, or are particularly expensive, reference may be made to Heads of Schools or supervising tutor, before purchasing.
- a.iii) from students for:
examination programmes and assessments. The Library will normally stock at least one copy of a piece being performed in a final examination and will purchase a copy if it is not already in stock. Where possible, students are encouraged to obtain additional copies from tutors, colleagues and other libraries. Designated Library staff will assist students in checking the availability of copies and obtaining copyright permission where required;

Staff will make use of relevant licences to provide the required copies at the least expense.

- a.iv) current reading / repertoire lists.

Multiple copies may be acquired where required by student numbers / class sizes. Items on the reading lists for courses in Academic Studies will, at the request of the tutor or if deemed appropriate by designated Library staff, be put into the 7 Day loan collection for the duration of the course and the essay submission period. Audio-visual items may be set aside for "Reference use only" on request.

- a.v) material required for large ensemble performances, e.g. Wind Orchestra, Brass Band, etc., is normally purchased by the Ensembles Librarian from a separate budget (for reasons of financial control), although the sets are added to Library stock. Material required for performance by Chamber Choir and / or Symphony Chorus is normally purchased from a Performance and Programming events budget and is added to Library stock.

Material required for events such as the annual chamber music festival is normally purchased by the Library.

- a.vi) journal subscriptions will be reviewed regularly in the light of curriculum developments and current research activities. Requests for new journal subscriptions will be considered and may be referred to the Education Quality Committee and / or Research and Knowledge Exchange Committee, particularly if the subscription cost is high.
- a.vii) requests for purchase for JRNCM students should be made by the relevant teacher on behalf of the student.
- a.viii) the Library does not normally accept purchase requests from students or staff for their own personal collections. All requests are accepted on the basis that the items will be incorporated into Library stock.
- a.ix) requests for purchase are not normally accepted from registered external users of the Library.

b) Selection

- b.i) Standing orders. The Library has several standing order subscriptions, covering reference works, complete and collected editions, and Urtext editions of performing sets. New standing orders will be taken out as appropriate.
- b.ii) Reference material. Major reference works and standard bibliographical materials will be purchased; however, in the case of particularly expensive items the holdings of other libraries in the locality, as well as the balance of the RNCM Library stock, will be taken into consideration.
- b.iii) The Head of Library Services and other designated staff will select material for stock in all formats on the basis of known and likely requirements and the need to maintain a balanced stock.
- b.iv) Heavily used items will be identified and additional copies purchased of material in high demand.

- b.v) The Library will try to stock at least one version on CD or DVD of works being performed in events promoted by the College. Staff members are encouraged to give as much notice as possible of such works, particularly where recordings may be difficult to obtain. Recordings will only be purchased if online streaming services (e.g. Naxos Music Library) do not already make it available to students and staff.

c) Replacements

- c.i) Replacements for damaged stock will be purchased if there is, or is likely to be, demand for the item.
- c.ii) Replacements for lost and paid items will be purchased if the item is still available, either new or second-hand.
- c.iii) If an item is out-of-print, it will be replaced with an appropriate edition.
- c.iv) Where a user pays a replacement cost and the item is subsequently found a refund will be made only if
 - (c.iv.1) a replacement has not been ordered or purchased, and
 - (c.iv.2) the item has been found within 28 days of the replacement cost being paid.

d) General

- d.i) Online subscriptions to journals and reference works will be considered in preference to a print subscription, provided the cost is not prohibitive and appropriate institutional authentication is available e.g. via Open Athens.
- d.ii) The Library will subscribe to consortial tender agreements where possible. However it is recognised that the specialist nature of the material means that these may not always be appropriate. The Library will monitor suppliers to ensure that it receives a high quality service and value for money.
- d.iii) In deciding whether or not to purchase materials note will be taken of any online subscription resources (e.g. nkoda) which are already available to staff and students/
- d.iv) In order to provide students with the resources they require for preparation of assignments:
 - d.iv.1.1. staff must give as much notice as possible of purchase requests which form part of reading lists and bibliographies;
 - d.iv.1.2. staff must provide the Library with details of any recommended reading for a course whether or not it is included in the course reading list;
 - d.iv.1.3. staff should, whenever possible, check the catalogues of the RNCM Library, the University of Manchester Library and Manchester Public Libraries before recommending to students additional material which is not included on a course reading list;

- d.iv.1.4. staff planning new courses must take into account the implications for the Library and consult Library staff at an early stage;
 - d.iv.1.5. staff must inform the Library well in advance of any particular items (book, music, audio-visual) which will be required in order for students to complete an assignment or undertake an assessment and which will, therefore, be in heavy demand.
- d.v) If a book included on a course reading list is available in e-book format this will normally be purchased in addition to / or in preference to print copies in order to make the material accessible and available to more users.
- d.vi) Digitisation. Where reference is made in reading lists to specific book chapters the Library will normally stock one or two print copies of the book but it is expected that the chapter will be made available in digitised form on Moodle rather than additional copies of the book being purchased.
- If excerpts / chapters and / or journal articles are provided in digitised form staff must comply with the terms of the Copyright Licensing Agency Licence, details of which are available separately from the Head of Library Services.
- d.vii) The Library will use new technologies where appropriate for the storage and delivery of all materials.

4. Acquisitions: Gifts

The Library may accept donations of materials if the donation fulfils the following criteria:

Printed books and music which are

- a.i) in good condition, i.e. suitable for use without repair and / or binding
- a.ii) recent and / or scholarly editions, or editions which are still in use
- a.iii) items which the Library would otherwise consider purchasing
- a.iv) in moderate condition but which fill gaps in Library stock and may be otherwise unavailable.

The following conditions will also be applied in considering whether or not to accept a donation:

- a) Wherever possible Library staff will inspect the donation before accepting it and reserve the right to decline any materials considered irrelevant or in too poor a condition to be of use.
- b) When accepting a collection, unwanted items may either be sold (the proceeds to be spent on further acquisitions), offered to Library users free of charge or disposed of. Collections will normally be accepted on the basis that the individual items may be dispersed amongst the Library stock. In exceptional circumstances the Library will accept a collection which is to be kept together.

- c) The Library may, in certain circumstances, make financial support a deciding factor in the acceptance of a collection.
- d) The Library will not normally pay transport costs unless the donation is of sufficient merit to warrant such expenditure.
- e) Where appropriate the Library will make use of offers via the IAML(UK & Irl)¹ mailing list to acquire books and music; the same source will also be used to fill any gaps in journal holdings.

The Library will not normally accept donations of vinyl or 78 rpm records, cassettes, CDs and videos.

Persons considering leaving their book, music and / or audio collections as a bequest to the RNCM Library are invited to discuss this with the Head of Library Services before making the provision in a will. The RNCM reserves the right to decline donations by bequest as circumstances may have changed in the period between a will being made and the bequest being offered to the College.

5. Acquisitions: Other sources

- a) The Library will continue its policy of recording off-air broadcasts of relevant programmes (e.g. operas, concerts and documentaries). The Library will maintain its Educational Recording Agency Licence which permits the legal recording and retention of broadcast programmes.
- b) The Library will continue to store and make available recordings of College concerts, from 1973 to the present day, as an important part of the learning experience for students. This policy is subject to regular review.

6. Acquisitions: Special Collections

There are separate acquisitions policies for the RNCM Archives and Collection of Historic Musical Instruments. These are available on the relevant sections of the College's website and intranet.

7. Withdrawals and disposals

- a) The Library will withdraw time-specific items e.g. yearbooks, when they are superseded by a more recent edition of the same publication.
- b) Older editions of reference and lending stock may be withdrawn, but not as a matter of course. In the case of potentially rare or unusual material Library staff will check JISC Library Hub Discover and other relevant library catalogues for holdings before disposing of an item.
- c) An annual review of books and printed music will be undertaken to identify any items which should be either transferred to Reserve Stock or withdrawn completely from the library holdings.
- d) Intact withdrawn printed material may be offered for sale to Library users or offered to other institutions.

¹ *International Association of Music Libraries, Archives & Documentation Centres: UK & Ireland Branch*

- e) Damaged or heavily used material will be withdrawn and where possible a replacement purchased (see 3c).
- f) Where a user has had to replace an item, either by payment or by purchase of a new copy, they may be permitted to retain any part of the original item in their possession. However where possible the part(s) should be returned to the Library to have marks of ownership removed.

8. Use of hire and inter-library loan

a) Hire material

Obtaining items required for performance by College ensembles in concerts and productions is the responsibility of the Ensembles Librarian.

Subject to available resources the Library will, having gained the permission of the Head of School or supervising tutor where necessary, obtain on hire items where the material is not available for sale and which are required:

- a.i) for perusal by a student wishing to study repertoire
- a.ii) for use by a student undertaking research
- a.iii) for use by a student in a final examination to submit as a copy to the panel
- a.iv) for use by a student in preparing for and performing in a concerto audition.

Hire material will also be obtained for members of staff considering repertoire for future use and for undertaking research

The Library will not obtain performing sets on hire for use by candidates in an examination.

b) Inter-library loan

In instances where it is either not possible or desirable to purchase an item for addition to stock, the Library may use the inter-library loan system. These circumstances will normally apply to:

- b.i) copies of journal articles where the journal is not held by the RNCM Library or any other library in the Manchester & Salford area;
- b.ii) copies of theses from British and other universities. This excludes items that are available on ETHOS and which the user may access directly. If a copy of a thesis is not available for loan it may be purchased from UMI Dissertations and added to library stock;
- b.iii) books and music which are out-of-print and not available for purchase either from the publisher, supplier or second-hand;
- b.iv) items which are required for specific research, but which would not be of general benefit;
- b.v) items which are required for a limited time and for which the cost of purchasing for stock cannot be justified;
- b.vi) performance sets required for College use;
- b.vii) performance sets required for use in an examination or competition.

The Library will not normally obtain on inter-library loan items which the user can borrow or refer to themselves in one of the libraries in the Manchester & Salford area to which members of the RNCM have access.

- c) The Library does not obtain items on hire or inter-library loan for registered external borrowers.

This policy will be implemented in accordance with the College's Equality and Diversity Policy.