

INSTITUTE OF ADVANCED LEGAL STUDIES
LIBRARY COLLECTION AND RETENTION POLICY

Introduction

Mission statement

1. The role of the Institute of Advanced Legal Studies is to conduct research; to promote and facilitate, within London and nationally and internationally, research and scholarship at an advanced level across the whole field of law; to disseminate the results of such research and scholarship; and to provide to all those undertaking research in law a library facility with up to date technology, that is international in character and standing.
2. The Library supports this role by collecting, maintaining and developing extensive research collections of national, international and comparative legal research material to meet the present and future needs of the legal research community. It acquires such material in the most appropriate format and undertakes to retain it indefinitely.

Purpose of the policy

3. The policy serves three main purposes. It provides a general guide for the Library to the materials to be acquired, retained and preserved in order to ensure consistency and allow the Library to support fully the mission of the Institute. It is designed to inform the legal research community of the scope of the library's collections. It assists other libraries in forming their own collection strategies for research materials in law and it facilitates collaborative arrangements with other legal research libraries in the provision of access to resources.
4. The policy sets out the basic considerations affecting the Library's selection and retention decisions and describes in general terms the levels at which it aims to collect different jurisdictions and categories of material.

Responsibility and review

5. The Information Resources Manager is responsible for writing the policy with the Librarian in consultation with the Library Committee and the Acquisitions and Electronic Resources groups.
6. The policy is reviewed regularly to ensure that it continues to reflect the needs of the legal research community and the Library's relationship with other national and international research libraries.

Library users

7. The Institute's library serves a number of discrete constituencies.
8. Its primary user group is the national and overseas academic research community, in particular because it is so well equipped to support in-depth research into comparative law.

9. It provides for the research needs of the academic and postgraduate research community of the colleges and institutes of the University of London.
10. The Library also makes particular provision for taught course postgraduate students from a number of universities.
11. The library plays an important part in the administration of justice by making the print academic research collections available on a subscription basis to the practising profession, members of the judiciary, government departments, and a variety of commercial and charitable organisations. However, their needs do not drive the development of the collections.
12. Finally the Library plays a significant role in the professional development and support of law librarians both nationally and internationally

See [appendix I](#) for details of special provision for particular groups of library users

General description of the Library's holdings.

13. The collection contains over 286,000 volumes and more than 2,800 current print serial titles together with a wide range of electronic legal resources. The Library aims to collect widely across all law topics including those which reflect trends in legal scholarship such as socio-legal studies. However it does not collect subject areas more appropriately covered by other libraries within the University of London such as criminology. It monitors the development of new subject areas of interest to legal researchers to maintain a current collection relevant to the changing needs of legal research. Its main areas of strength are:

Comprehensive collections from all UK jurisdictions; a large range of official publications, treaties and journals; good collections from most Western European countries, particularly strong for Austria, Belgium, France, Germany, Ireland, Italy, Netherlands, Switzerland and Scandinavia. (There are limited but developing collections for Central and Eastern Europe mainly in translation); very strong collections from the countries of the Commonwealth (excluding Pakistan and Bangladesh and there is limited federal material for India); a good collection for the United States, including a set of the US Code Annotated and the National Reporter System and over 200 current law reviews; a limited range of materials from Latin America focusing on Argentina and Brazil; a good public international law collection covering the legal aspects of many international organisations and the major treaty series; strong collections in comparative law, supporting the high level of research in this field, and in private international law; good collections in jurisprudence, war crimes, 19th century material, legal reference and bibliography and Roman-Dutch law; several special collections that include unique and unpublished material are integrated with the main collection; two archive collections: the Records of Legal Education and the archives of the Institute itself.

See [appendix II](#) for further details and for a description of collecting levels by jurisdiction.

General collection development principles

Collaboration

14. As part of its role in supporting and promoting national and international legal research in the UK and overseas, the library is active in a number of partnerships with other libraries and organisations, both specialist and multi-disciplinary. These take the form of collaborative acquisitions of print and electronic resources and also taking the lead in various web-based initiatives such as the legal content of Intute, the Current legal research topics database and hosting the British and Irish Legal Information Institute.
15. The libraries within the University of London have always co-operated over acquisitions and access to avoid unnecessary overlap in their collections; to take account of particular specialisations and to ensure that researchers have access to all the resources they require. The library collaborates with non-academic libraries including the British Library and the Foreign and Commonwealth Office Law Library over the provision of certain specialist categories of material. The Library also works with overseas partners: it is a charter member of LLMC-Digital, a US-based cooperative of libraries formed with the aim of preserving legal titles and government documents in microform and digital formats and making these available to legal research libraries at cost; and it is one of the first international affiliates of the North Eastern Law Library Consortium based in the US.

See [appendix III](#) for details of the Library's collaborative partnerships.

Permanent retention of scholarly resources

16. The Library aims to acquire and retain permanently resources of lasting scholarly value in full text and in the most appropriate format. It also makes available resources designed for short-term use such as reference tools and finding aids.

Comparative legal research

17. The main aim of the Library's collecting policies has always been to facilitate comparative legal research. To this end it purchases resources for a wide range of jurisdictions, including those which are not within its main focus. Such material is usually acquired in a Western European language.

Primary legal material

18. The Library gives priority to primary legal materials (legislation, law reports and their associated finding aids) over secondary materials especially for those jurisdictions that are not collected in any depth.

Practitioner titles

19. The Library does not purchase titles aimed at the legal practitioner, such as specialist practice handbooks, current awareness titles or reprinted primary material with no supporting scholarly commentary. However, many practitioner works are also the standard work on a particular subject and these are acquired. The Library also purchases the standard works on practice and procedure.

Language

20. The Library normally purchases materials in Western European languages. It acquires English translations of important material, particularly legislation, when available.

Legal history

21. The Library does not normally collect research material on ancient law, however it does maintain a small representative collection of standard textbooks on Roman law and editions of the Institutes and commentaries. It also purchases books by and about the great jurists dealing with their contribution to the development of law. The Library does not normally collect research material on medieval law (before the 17th century) although it does maintain subscriptions to the publications of the Selden and Stair Societies which essentially provide primary sources for the period. It does not normally collect customary or pre-colonial law for American, African and Asian jurisdictions. Ancient law is collected by the Institute of Classical Studies and University College London; Medieval and early English law is collected by the Institute of Historical Research and the Warburg Institute; customary and pre-colonial law for Africa and Asia is collected by the School of Oriental and African Studies.

Special types of material

Special Collections

22. The whole of the Institute Library is essentially a special collection in law and most volumes are available for consultation within the library only. The collection includes a number of rare and early printed volumes with the earliest dating to 1525. However, the library is also a working collection for legal scholars and its primary aim is to make research material available in the most effective manner. To this end all volumes are integrated within the collection. Older and more fragile material is kept in a secure closed basement, searchable in the web catalogue and available on demand.

Official publications

23. Government publications, including statistics, are collected if they are of legal significance and are integrated into the collection.

24. The Library does not attempt to collect government publications comprehensively for any jurisdiction even the UK. There are comprehensive collections of Parliamentary and official publications for the UK, the Commonwealth, the USA and most intergovernmental organisations within the University of London and the Library relies on these to provide access to material of peripheral interest to legal research.

See [appendix IV](#) for further details.

Theses

25. The Library holds one print copy of every University of London PhD thesis in law since 1949. The Library will also collect electronic versions of the dissertations graded II (i) and above from its own masters students and make these available in the IALS part of the SAS e-repository

Theses and dissertations for other degrees are collected by the individual colleges and schools and are not held at the Institute. PhD theses from other universities may also be acquired if they fall within the Library's collection policy.

Archives

26. The Library holds two archive collections: the Records of Legal Education and the Institute's own archives. Current lists of both collections are maintained on the Library's website.
27. The Records of Legal Education archive contains material deposited by organisations and individuals prominent in the field of legal education. The Library does not actively seek to collect such material but may take in selected material for which there is no other suitable home and makes it available to researchers visiting the Institute. The material is conserved where necessary and detailed descriptions are put on the Institute's website. Information about the archives is also available on the University of London Research Library Service and the AIM25 databases
28. The Institute's own archives are made available in the same way.

Methods of acquiring and providing access to materials

Multiple copies

29. The Library does not normally purchase multiple copies of titles. However, there are two exceptions to this: the most heavily used law reports for England and Wales together with a few important journals and the most heavily used treatises for students following an LLM programme with the University of London. The decision to purchase additional copies is based on recommendation, student numbers and actual demand. The Library will normally purchase two copies but up to four in cases of exceptional demand. See also appendix I (LLM students).

Format and duplication

30. The choice of format for material in the Library's collections is influenced by the need to deliver information as efficiently as possible and to retain research material permanently.
31. The Library acquires material in electronic format when this is likely to meet the requirements of researchers for more efficient searching and for remote access. To this end, online services are preferred to CD ROM where possible. Over time, the proportion of material available in electronic format will increase as reliability and stability improves and the Library is actively assisting in the digitising of historic Commonwealth legal material which it holds.
32. Print and microform are the formats most suited for long term retention and most research material which is intended to be held permanently is acquired in print. Some older, low-use foreign primary material and legal bibliographies are acquired or replaced in microform as this allows for the most efficient use of space for low use and bulky material.
33. There is a certain amount of duplication of material in print and electronic where this is considered appropriate for heavily used resources such as the main series of UK legislation and law reports and major journals. This allows many more researchers to access the material and in some cases, permits a reduction in the number of print

sets. It also has the advantage of helping with the long term preservation of the print material.

34. Several categories of material are made available only in electronic form because they offer a more efficient way of identifying material than their print equivalents. These include finding aids such as digests, legal directories and article indexes. Electronic format may be selected as being more efficient than print when the latter requires a heavy investment in staff time to maintain currency with no provision for keeping old content. Some material which is useful but of less permanent research value, such as US law journals from the smaller law schools, is also made available electronically rather than in print.

See [appendix V](#) for further details of the Library's electronic resources policy.

Gifts

35. The Library welcomes outright donations of material that it does not already hold and which falls within its collection criteria. Collections of material are accepted provided that the Library can retain only those items it requires. The Library does not undertake to keep collections together but will integrate volumes into its collection in order to make the most efficient use of the material. Both current and superseded editions of monographs and current or closed runs of serials are welcomed. A book plate acknowledging the donation is normally inserted into monographs. Gifts that do not fit into the Library's collection policy may be offered to another appropriate research library if it fits with that library's collection profile.

Exchanges

36. The Library seeks to establish exchange agreements with other research libraries, particularly university libraries, where it would otherwise be difficult to obtain their publications. The exchange list is regularly reviewed and new partners are sought to enable the Library to improve its holdings of material which is otherwise difficult to obtain.

Management of the collections

Location

Print resources

37. The Library aims to make its print collections directly accessible to readers by shelving them on open access and on site. However, in order to make monograph material easier to use and to ensure that the most up to date editions are readily available, the material on the open shelves is reviewed regularly and items are selected for the reserve collection which is currently shelved on site on closed access and is available on demand. The Library's intention is to remove the rare and fragile volumes from this collection and make the main part of the reserve material available separately and in classified order on site and on open access if suitable space can be found. Ideally complete sets of serial titles, excluding the rare and fragile material, should be shelved together on open access but currently space problems in the Russell Square building make it necessary to split sets and shelve earlier volumes on closed access.

38. Currently, in addition to shelving older material on closed access, the Institute Library has been forced to store some material off-site because shortage of space is such a serious problem in the existing Russell Square building. Such material is carefully selected according to strict guidelines.

See [appendix VI](#) for details of the guidelines used for the selection of material for closed access in Russell Square and off-site.

Electronic resources

39. User licences may restrict the availability of electronic resources to academic users. Wherever possible, these resources are made directly available to users within the library from any pc over the library network or over the internet. Increasingly, remote access is being made available to registered academic library users. Some titles are only available by password or via a stand-alone CD-ROM on designated pc's within the library and these must be requested at the Library Issue and Enquiry Desk.

See [appendix V](#) for further details on the provision of electronic resources.

Microform resources

40. Microfilm and microfiche resources are stored in cabinets on closed access and must be requested at the Library Issue and Enquiry desk. They are normally made available within 10 minutes of the request being made.

Retention

41. The Library retains permanently all material of value to legal researchers and to law librarians. It keeps one copy of each edition of all legal treatises and monographs and tries to acquire earlier editions of major works where these are not already in the collection. The library keeps one copy of all runs of serials of legal interest. Where appropriate, the Library will consider replacing print sets of foreign serial material with archival quality microform.

Withdrawal

42. The Library does not withdraw material unless it is a duplicate or of no permanent legal research value.

See [appendix VII](#) for further details of the Library's policy on withdrawing material.

Disposal

43. The Library gives careful consideration to the most appropriate way to dispose of withdrawn material and will explore all possible options including donating volumes to appropriate libraries in the UK and overseas.

See [appendix VIII](#) for further details of the Library's disposal policy

Conservation & preservation and disaster prevention & management

44. The Library takes an active approach to conservation and preservation. Although the Library has access to a large number of serials in electronic format, this cannot yet be regarded as a stable, long-term medium that would allow it to fulfil its policy of retaining permanent access to legal research material. Therefore the preservation of print resources is a high priority. The library has an active binding programme for new serials and for the rebinding of damaged and worn volumes.
45. The Library commissioned a professional preservation survey in 1999 and has put elements of it into practice as finances have allowed.

See [appendix IX](#) for details of the Library's conservation and preservation procedures.

46. The Library has basic disaster management procedures in place; there is some equipment on site and the Library has an annual Priority User subscription with Harwell Document Restoration services which provides expertise and practical assistance when required. The Library is working on a detailed disaster management plan. The Institute's Premises Manager carries out regular surveys of the building to identify and rectify potential problems quickly.

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Appendix I: Special provision for groups of library users

LLM students

The Institute makes special provision for the needs of LLM users and is funded by the 6 law schools of the University of London and other Universities to help provide textbooks on the reading lists.

- A senior librarian acts as Library liaison for LLM lecturers, students and their college law librarians to ensure that all their needs are met as far as possible. The librarian actively solicits reading lists from lecturers and tries to ensure that all reading list material that comes within the Library's collection criteria is purchased.
- The Library purchases multiple copies, up to 4 in exceptional circumstances, of recommended texts where demand is high.
- The Library maintains 2 separately shelved restricted access collections known as the Short loan and Offprint collections for the benefit of LLM students although all library users can access them. In order to ensure that heavily used volumes are as widely available as possible, the Library places selected texts and some journals in the Short Loan collection from which items are issued on demand. Also, where copyright allows, lecturers can place offprints of articles or extracts from books into the offprint collection that is held at the Library Issue and Enquiry desk.
- The Library holds a full set of intercollegiate LLM examination papers up to 2007 in print in the Short Loan collection and a partial set in electronic format that can be accessed on-site or remotely by registered readers.
- In order to enable LLM students to make full and effective use of the Library's electronic resources regular training sessions are held throughout term time.
- The introduction of new LLM courses assists the Library in identifying new areas of legal research and so helps in developing the research collections.

Document supply service for non-academic users

The Library offers a subscription service to the judiciary and practitioners. A dedicated team provides a rapid, normally same day, document supply service from the Library's print collections. Requests can be via a direct line telephone enquiry service, by email or by fax and documents are despatched by secure electronic delivery, fax, courier or 1st class post as required. The service can also offer limited general advice on identifying and locating material.

Law Librarians

The Library maintains a small collection of books and journals on librarianship, with emphasis on law librarianship. In particular it subscribes to the journals of several overseas law library associations. The Library also provides professional support by maintaining CALIM, a current awareness service for legal information managers and making it available on its [website](#).

Appendix II: The Library's collections

Further details concerning the library's collections in particular areas

Commonwealth

The Library has very strong collections of Commonwealth material including a comprehensive collection of federal and provincial/state legislation and law reports. It also holds extensive historical material some of which was deposited with the Library by the Foreign and Commonwealth Office under a trust deed in 1992. The Library does not collect material for Pakistan and Bangladesh and has only limited federal material for India because these jurisdictions are collected by SOAS.

Central and Eastern Europe

Under the University of London subject specialisation scheme in law the Library has not collected these jurisdictions in any depth and not in the original languages except for some mixed language journals. In the main, it has collected material such as translations of codes, general introductory works, subject compilations of legislation and commentary and journals in English and other Western European languages for comparative purposes for each jurisdiction. Historically, UCL has had responsibility for Eastern Europe and the socialist legal systems in their original languages but more recently has concentrated on the Soviet Union and latterly its successor states, particularly Russia.

The Institute Library aims to develop its holdings for those countries that are currently candidates for membership of the European Union, particularly Poland, the Czech Republic, Slovakia and Hungary at least to level 2.

USA

The Library has a good collection of federal legislation and law reports for the USA. It collects state legislation and law reports more selectively and the Middle Temple Library collects state material in some depth. The Institute collects the states of California, Florida, Louisiana, New York, Pennsylvania and Texas in more depth and also holds some specialist subject material for other states for example, Delaware corporation law.

Public international law

The Library has a good public international law collection which includes several major treaty series including the Consolidated treaty series, the League of nations treaty series, the United Nations treaty series in both print and electronic formats, the United Kingdom treaty series, the European treaty series and the Treaties and international agreements series. It collects publications from inter-governmental organisations only if they are of legal interest. The BLPES has comprehensive general collections for these organisations.

Special collections integrated into the library's holdings

Foreign and Commonwealth Office Commonwealth Law Library

This is a unique collection of legislation from all countries of the Commonwealth from the earliest period of colonial history, through independence, and continued to the present day through links maintained by the FCO with each country. It contains legislation in a variety of forms from early manuscript with the governor's seal, to published collections and annual volumes, to collections of individual items of gazetted legislation. The collection complements the Institute's own holdings of Commonwealth material

War Crimes

As part of its collection of international law, the Institute collects material relating to the law of war and has important items relating to war crimes. The library owns a full set of the original papers of the Nuremberg Tribunal donated by Lord Birkett in 46 boxes including

trial briefs, document books, summaries of evidence, etc. In addition, IALS has purchased materials relating to the International Criminal Court, war crimes in Rwanda and the former Yugoslavia, and is purchasing the publication of the full papers of the International Military Tribunal for the Far East in 128 volumes and also West and East German series covering judgments in trials concerning National Socialist capital crimes.

Royal Commissions and Inquiries on legal matters

The Library holds the unpublished papers and minutes of evidence of various inquiries, for example the Royal Commission on Legal Services (Benson Commission), the Royal Commission on Criminal Procedure (Philips Commission), the Royal Commission on Trade Unions and Employers' Associations (Donovan Commission), Tribunal of Enquiry into the Acts of Violence and Civil Disorder...[Northern Ireland] (Scarman Tribunal).

Roman-Dutch law

The Library has special collections of Roman-Dutch law with early works in the subject and extensive collections of law from the jurisdictions primarily influenced, including South Africa, Sri Lanka and Zimbabwe.

Huberich, Kahn-Freund and Bischoff collections

These collections comprise material on a variety of subjects and jurisdictions covering comparative law, private international law, German and other European law, Roman law, and Roman-Dutch law.

Developing the collections

The Library aims to collect comprehensively across all legal topics although it does not try and collect in depth in areas which are already well covered in other libraries within the University. Some of these specialisations are noted in [Appendix III](#).

The Library actively identifies new areas of legal research, particularly in recent years in interdisciplinary topics, and builds up its collections in these areas. It is greatly assisted in this by the dynamic development of the University of London LLM courses.

Levels of collections by jurisdiction

In order to describe the collection level for each jurisdiction, a system of 4 levels, (Introductory Study, Basic Research, Research, Comprehensive Research) has been used. Inevitably this is a generalisation and needs to be interpreted for each jurisdiction. In particular the availability of legal materials will affect the interpretation of the classification (e.g. a comprehensive collection of legal materials at level 4 for certain Commonwealth countries may well include far fewer materials than are listed below).

It should be noted that the collecting levels given below for each jurisdiction do not necessarily reflect the Library's current holdings. In some cases, they reflect the level the Library is hoping to achieve.

Level 1. INTRODUCTORY STUDY. English language translations of primary materials and English language treatises only. Including any introduction to the legal system and to legal research in English. One or two general English language periodicals on the jurisdiction or region.

Level 2. BASIC RESEARCH. Level One plus any single series of up to date primary legislation and recent editions of major codes (civil, commercial, criminal) in the local language if not available in English or an edition of revised/consolidated laws. Plus any single series of major law reports of decisions of the supreme court, either official or commercial, in the local language if not available in English. A few select treatises in the local language if not available in English on the legal system and single volume monographs containing commentaries on the major codes or areas of law, particularly any area of law of particular interest in that jurisdiction. No subsidiary laws or state/provincial laws.

Level 3. RESEARCH. Level Two plus: both a series of up to date primary legislation and an up to date edition of revised/consolidated laws. A series of subsidiary legislation and an edition of revised / consolidated subsidiary legislation. All major finding tools for legislation and case law and commentary including digests and citators and indexes to published legal literature. Series of law reports, including the authorised series and widely-used commercial series, from the supreme court and other courts of record and a selection of law reports covering other important subject areas for the jurisdiction. At least one source of recent law reports. A major series of codes, preferably annotated versions of major codes and multi-volume commentaries for major codes. A wide selection of academic treatises from all important subject areas. A selection of major practitioners works. The major academic law journals, for most jurisdictions all general academic law journals. The most important general professional journals, including the journals of official professional bodies. Major government reports, including relevant periodical publications from government bodies, including particularly all publications from official law reform bodies.

State/province. As above.

Level 4. COMPREHENSIVE RESEARCH. Level 3 plus: Individual items of primary and subsidiary legislation as and when issued, annual volumes in both official and any widely-used annotated versions. Any consolidated versions of all primary or subsidiary legislation. All available general finding tools for legislation. All codes, official and annotated. All series of law reports designed for permanent record, including official and commercial series and series of subject law reports. Selected sources of very recent law reports. All available general finding tools, including all general digests and selected specialist subject digests. A wide selection of academic treatises and a selection of major practitioners manuals covering all major subject areas. Major loose-leaf works in selected subject areas if they contain

important material not available elsewhere in the collection or at the time offer very significant additional convenience for significant groups of users. All academic law journals. A wide selection of professional law journals of permanent research interest. A selection of current awareness journals. All major government reports directly relevant to law including all publications of law reform bodies and organisations relevant to the administration of justice, and relevant statistical information. Access to a complete collection of official publications including all parliamentary publications.

List of jurisdictions

AFGHANISTAN	no	
ALBANIA	no	
ALGERIA	no	
ANDORRA	yes	Level 2
ANGOLA	no	
ANGUILLA	yes	Level 4
ANTIGUA AND BARBUDA	yes	Level 4
ARGENTINA	yes	Level 2
ARMENIA	no	
AUSTRALIA (federal)	yes	Level 4
AUSTRALIAN CAPITAL TERRITORIES	yes	Level 3
NORTHERN TERRITORY	yes	Level 3
AUSTRALIAN EXTERNAL TERRITORIES	yes	Level 2
NEW SOUTH WALES	yes	Level 3
QUEENSLAND	yes	Level 3
SOUTH AUSTRALIA	yes	Level 3
TASMANIA	yes	Level 3
VICTORIA	yes	Level 3
WESTERN AUSTRALIA	yes	Level 3
AUSTRIA	yes	Level 4
AZERBAIJAN	yes	Level 1
BAHAMAS	yes	Level 4

BAHRAIN	no		
BANGLADESH	no		
BARBADOS	yes	Level 4	
BELARUS	yes	Level 1	
BELGIUM	yes	Level 4	
BELIZE	yes	Level 4	
BENIN	no		
BERMUDA	yes	Level 4	
BHUTAN	no		
BOLIVIA	yes	Level 1	
BOTSWANA	yes	Level 4	
BOSNIA	no		
BRAZIL	yes	Level 2	
BRITISH ANTARCTIC TERRITORY	yes	Level 4	
BRITISH INDIAN OCEAN TERRITORY	yes	Level 4	
BRUNEI	yes	Level 4	
BULGARIA	yes	Level 2	
BURKINA FASO	no		
BURUNDI	no		
CAMBODIA	no		
CAMEROON	no		
CANADA (federal)	yes	Level 4	
ALBERTA			yes Level 3
BRITISH COLUMBIA			yes Level 3
MANITOBA			yes Level 3
NEW BRUNSWICK			yes Level 3
NEWFOUNDLAND AND LABRADOR			yes Level 3

NOVA SCOTIA		yes	Level 3
ONTARIO		yes	Level 3
PRINCE EDWARD ISLAND		yes	Level 3
QUEBEC		yes	Level 3
SASKATCHEWAN		yes	Level 3
NORTHWEST TERRITORIES		yes	Level 3
NUNAVUT			
YUKON TERRITORY		yes	Level 3
CAPE VERDE	no		
CAYMAN ISLANDS	yes	Level 4	
CENTRAL AFRICAN REPUBLIC	no		
CHAD	no		
CHILE	yes	Level 2	
CHINA (PRC)	no		
TAIWAN	no		
COLOMBIA	yes	Level 2	
COMOROS	no		
CONGO, DEMOCRATIC REPUBLIC OF (formerly Zaire)	no		
CONGO, REPUBLIC OF	no		
COSTA RICA	yes	Level 2	
COTE D'IVOIRE	no		
CROATIA	no		
CUBA	no		
CYPRUS	yes	Level 2	
CYPRUS, NORTHERN (TURKISH REPUBLIC OF NORTHERN CYPRUS)	no		
CZECH REPUBLIC	yes	Level 2	
DENMARK	yes	Level 3	

DJIBOUTI	no	
DOMINICA	yes	Level 4
DOMINICAN REPUBLIC	yes	Level 1
EAST TIMOR	no	
ECUADOR	yes	Level 1
EGYPT	no	
EL SALVADOR	no	
EQUATORIAL GUINEA	no	
ERITREA	no	
ESTONIA	yes	Level 2
ETHIOPIA	no	
FALKLAND ISLANDS	yes	Level 4
FIJI	yes	Level 4
FINLAND	yes	Level 3
FRANCE	yes	Level 4
GUADELOUPE		no
GUIANA		no
MARTINIQUE		no
REUNION		no
MAYOTTE		no
ST PIERRE AND MIQUELON		no
ANTARCTIC TERRITORIES		no
NEW CALEDONIA		no
FRENCH POLYNESIA		no
WALLIS AND FUTUNA		no
GABON	no	
GAMBIA	yes	Level 3

GEORGIA	no	
GERMANY	yes	Level 4
BADEN-WURTTENBERG		no
BAVARIA		no
BERLIN		no
BRANDENBURG		no
BREMEN		no
HAMBURG		no
HESSEN		no
LOWER SAXONY		no
MECKLENBURG-WEST POMERANIA		no
NORTH RHINE - WESTPHALIA		no
RHINELAND - PALATINATE		no
SAARLAND		no
SAXONY		no
SAXONY-ANHALT		no
SCHLESWIG – HOLSTEIN		no
THURINGIA		no
GHANA	yes	Level 4
GIBRALTAR	yes	Level 4
GREECE	yes	Level 3
GRENADA	yes	Level 4
GUATEMALA	no	
GUINEA	no	
GUINEA-BISSAU	no	
GUYANA	yes	Level 4
HAITI	no	

HONDURAS	no	
HONG KONG	yes	Level 4
HUNGARY	yes	Level 2
ICELAND	yes	Level 2
INDIA	yes	Level 2
STATES AND TERRITORIES		no
INDONESIA	no	
IRAN	no	
IRAQ	no	
IRELAND	yes	Level 3
ISRAEL	yes	Level 2
ITALY	yes	Level 3
JAMAICA	yes	Level 4
JAPAN	yes	Level 1
JORDAN	no	
KAZAKHSTAN	yes	Level 1
KENYA	yes	Level 4
KIRIBATI	yes	Level 4
KOREA, REPUBLIC	no	
KOREA, NORTH	no	
KUWAIT	no	
KYRGYZSTAN	no	
LAOS	no	
LATVIA	yes	Level 2
LEBANON	no	
LESOTHO	yes	Level 4
LIBERIA	yes	Level 2

LIBYA	no		
LIECHTENSTEIN	yes	Level 3	
LITHUANIA	yes	Level 2	
LUXEMBOURG	yes	Level 3	
MACEDONIA	no		
MADAGASCAR	no		
MALAWI	yes	Level 4	
MALAYSIA	yes	Level 4	
PENINSULAR MALAYSIA			yes Level 3
SABAH			yes Level 3
SARAWAK			yes Level 3
MALDIVES	no		
MALI	no		
MALTA	yes	Level 3	
MAURITANIA	no		
MAURITIUS	yes	Level 4	
MEXICO	yes	Level 2	
MOLDOVA	no		
MONACO	yes	Level 3	
MONGOLIA	no		
MONTENEGRO	no		
MONTSERRAT	yes	Level 4	
MOROCCO	no		
MOZAMBIQUE	no		
MYANMAR	no		
NAMIBIA	yes	Level 2	
NAURU	yes	Level 4	

NEPAL	no		
NETHERLANDS	yes	Level 3	
ARUBA	no		
NETHERLANDS ANTILLES			no
NEW ZEALAND	yes	Level 4	
COOK ISLANDS			yes Level 2
NIUE			yes Level 2
NICARAGUA	no		
NIGER	no		
NIGERIA (federal)	yes	Level 4	
STATES GENERALLY			yes Level 3
NORWAY	yes	Level 3	
DEPENDENCIES			no
OMAN	no		
PAKISTAN	no		
PALAU	no		
PANAMA	no		
PAPUA NEW GUINEA	yes	Level 3	
PARAGUAY	yes	Level 1	
PERU	yes	Level 2	
PHILIPPINES	yes	Level 2	
PITCAIRN	yes	Level 3	
POLAND	yes	Level 2	
PORTUGAL	yes	Level 3	
QATAR	no		
ROMANIA	yes	Level 2	
RUSSIA	yes	Level 1	

RWANDA	no		
ST CHRISTOPHER (KITTS) - NEVIS	yes	Level 4	
ST HELENA	yes	Level 4	
ST LUCIA	yes	Level 4	
ST VINCENT AND THE GRENADINES	yes	Level 4	
SAMOA			
SAN MARINO	yes	Level 3	
SAO TOME	no		
SAUDI ARABIA	no		
SENEGAL	no		
SERBIA	no		
SEYCHELLES	yes	Level 4	
SIERRA LEONE	yes	Level 4	
SINGAPORE	yes	Level 4	
SLOVAKIA	yes	Level 2	
SLOVENIA	yes	Level 2	
SOLOMON ISLANDS	yes	Level 4	
SOMALIA	no		
SOUTH AFRICA	yes	Level 4	
CAPE	yes	Level 3	
EASTERN CAPE	yes	Level 3	
FREE STATE	yes	Level 3	
GAUTENG	yes	Level 3	
KWAZULU-NATAL	yes	Level 3	
MPUMALANGA	yes	Level 3	
NORTHERN CAPE	yes	Level 3	
NORTHERN PROVINCE	yes	level 3	

NORTH-WEST		yes	Level 3
TRANSVAAL		yes	Level 3
WESTERN CAPE		yes	Level 3
SOUTH GEORGIA AND SOUTH SANDWICH ISLANDS		yes	Level 4
SPAIN	yes		Level 3
SRI LANKA	yes		Level 4
SUDAN	no		
SURINAME	no		
SWAZILAND	yes		Level 4
SWEDEN	yes		Level 3
SWITZERLAND	yes		Level 3
SYRIA	no		
TAJIKISTAN	no		
TANZANIA	yes		Level 4
THAILAND	no		
TOGO	no		
TONGA	yes		Level 4
TRINIDAD AND TOBAGO	yes		Level 4
TUNISIA	no		
TURKEY	yes		Level 2
TURKS AND CAICOS ISLANDS	yes		Level 4
TURKMENISTAN	no		
TUVALU	yes		Level 4
UGANDA	yes		Level 4
UKRAINE	yes		Level 1
UNITED ARAB EMIRATES	yes		Level 1
UNITED KINGDOM	yes		Level 4

ENGLAND AND WALES	yes	Level 4
SCOTLAND	yes	Level 4
NORTHERN IRELAND	yes	Level 4
ISLE OF MAN	yes	Level 4
CHANNEL ISLANDS	yes	Level 4
JERSEY	yes	Level 4
GUERNSEY	yes	Level 4
SARK	yes	Level 4
UNITED STATES OF AMERICA (federal)	yes	Level 3
STATES GENERALLY	yes	Level 2
ALABAMA		
ALASKA		
ARIZONA		
ARKANSAS		
CALIFORNIA	yes	Level 3
COLORADO		
CONNECTICUT		
DELAWARE	Yes	Level 3 in corporation law
DISTRICT OF COLUMBIA		
FLORIDA		
GEORGIA		
HAWAII		
IDAHO		
ILLINOIS		
INDIANA		
IOWA		
KANSAS		

KENTUCKY		
LOUISIANA	yes	Level 3
MAINE		
MARYLAND		
MASSACHUSETTS		
MICHIGAN		
MINNESOTA		
MISSISSIPPI		
MISSOURI		
MONTANA		
NEBRASKA		
NEVADA		
NEW HAMPSHIRE		
NEW JERSEY		
NEW MEXICO		
NEW YORK	yes	Level 3
NORTH CAROLINA		
NORTH DAKOTA		
OHIO		
OKLAHOMA		
OREGON		
PENNSYLVANIA	yes	Level 3
RHODE ISLAND		
SOUTH CAROLINA		
SOUTH DAKOTA		
TENNESSEE		
TEXAS	yes	Level 3

UTAH			
VERMONT			
VIRGINIA			
WASHINGTON			
WEST VIRGINIA			
WISCONSIN			
WYOMING			
GUAM			no
PALAU REPUBLIC			no
SAMOA			no
PACIFIC TERRITORIES			no
PUERTO RICO		yes	Level 2
VIRGIN ISLANDS			no
URUGUAY	yes	Level 1	
UZBEKISTAN	no		
VANUATU	yes	Level 4	
VATICAN CITY	no		
VENEZUELA	yes	Level 1	
VIETNAM	no		
VIRGIN ISLANDS (BRITISH)	yes	Level 4	
WESTERN SAMOA	yes	Level 4	
YEMEN, ARAB REPUBLIC OF	no		
YEMEN, PEOPLE'S DEMOCRATIC REPUBLIC OF			no
YUGOSLAVIA (EX)	no		
KOSOVA			no
VOJVODINA			no
ZAIRE	no		

ZAMBIA yes Level 4

ZIMBABWE yes Level 4

Appendix III: Collaborative partnerships

London subject specialisation scheme in law

Although this scheme, dating back to the late 1970's, is no longer formally in operation, it has affected the development of law collections throughout the University of London. All libraries collected material required to meet the immediate teaching and research needs of their own readers but recognised the strengths and specialisms of neighbouring libraries and did not attempt to duplicate holdings unnecessarily. Examples of such specialist collections include:

Eastern European law, particularly Russia	UCL
European Union	BLPES, QM
Non-Commonwealth Africa & Asia	SOAS
Criminal justice	KCL
Criminology	BLPES
Customary law	SOAS
International organisations/ official publications	BLPES
Intellectual property	QM
Law and ethics	KCL
Legal history	ICLASS, IHR, UCL, Warburg
Religious legal systems	SOAS, UCL
UK Parliamentary papers, bills, Hansard, Standing Committee debates	SHL
US official publications	BLPES

SCOLMA – Standing Conference on Library materials on Africa

This is a national acquisitions specialisation scheme first established in 1966/67 under which member libraries, mainly university libraries, have assumed responsibility for collecting material concerning a particular country or countries or subject. The Institute library has responsibility under the scheme for law in Anglophone Africa, particularly South Africa.

ACLAIIR – Advisory Council on Latin American and Iberian Information Sources

This is a similar national specialisation scheme for Latin American materials.

The Institute Library had responsibility under its predecessor ACOLAM for law in Argentina, Brazil and Peru.

FCO

The FCO deposited a large collection of Commonwealth legislation with the Institute Library under a trust deed in 1992. It contained much historic material and also current legislation for many countries. The FCO continues to assist the library in keeping the collection up to date using its contacts with governments throughout the Commonwealth. A JISC grant was awarded in recognition of the importance of the collection to enable the library to catalogue and integrate the material with its existing Commonwealth collections.

British Library

The Institute library has been co-operating with the British Library for a number of years in the collaborative acquisitions of foreign legal materials. This has led to a concordat being signed providing a framework for the two libraries to continue to their work together. Initially the 2 libraries have concentrated on European official gazettes and have mapped their respective holdings in some detail and made the information available on the [FLARE](#) website enabling researchers easily to identify holdings and locations. Ultimately the intention is to create a national collection of foreign official gazettes by amalgamating incomplete holdings. The two

libraries are also co-operating in the acquisitions of legal journals, initially by comparing holdings and again, with the intention of providing access to journal articles for their respective readers.

FLAG – Foreign law research guide

With RSLP funding the library along with four library partners, developed and continues to update a [web database](#) providing a gateway to foreign, international and comparative law collections in print within over 60 academic, national and specialist law libraries in the UK. The aim is to improve access to the material and to assist in the creation of a national collection development policy.

FLARE – Foreign law research

The relationship with the British Library and the development of the FLAG database have led to continued co-operation among the libraries concerned (IALS, The British Library, the Bodleian Law Library, the Squire Law Library and the School of Oriental and African Studies) and to the formation of [FLARE](#). The aim of FLARE is to continue the aims of the earlier projects to develop collaborative collection policies, improve access to foreign, comparative and international law and to increase the expertise of library staff by providing information and training courses in the collection, management and exploitation of these materials. The website includes the union list of European official gazettes, course materials and documents produced by both FLAG and FLARE in furthering their aims.

Intute– Social science information gateway

The library is collaborating with the University of Bristol to create the law section of [Intute](#). It is identifying, describing and evaluating free legal resources on the web. Such resources include primary and secondary materials, professional organisations, regulatory bodies, current legal news and teaching resources. In this way, it aims to provide access to quality web research resources for the legal community.

BAILII and WORLIDLII – British & Irish Legal Information Institute and World Legal Information Institute

The library is playing a major part in the development of both these web sites. It is hosting BAILII, providing free access to full text British and Irish primary materials and it is providing the British content for WORLIDLII. WORLIDLII provides a single search facility for databases created by 7 Legal Information Institutes around the world, including BAILII, as well as various of its own databases which include international court and tribunal decisions and links to a large number of law-related web-sites around the world.

LLMC-digital

The Institute Library is a charter member of LLMC Digital, which is a non-profit consortium of mainly US & Canadian legal research libraries dedicated to providing access to a wide range of legal and law-related materials. The Institute's Librarian and Associate Director has served on the Board of Directors and is currently on the Advisory Council and the Library is assisting in the digitising of historic Commonwealth legal material by making rare material available for scanning.

NELLCO

The Institute Library is one of the first international affiliates of the North Eastern Law Library Consortium and benefits from the close contact with the major US legal research libraries which this provides. In particular the NELLCO programme of international law library fellows is valuable in assisting experienced librarians to visit other libraries to observe and exchange experience.

Appendix IV: Official publications

The library only collects official publications that are of particular legal significance. These include major series of reports or individual reports where they have a direct bearing on the operation of the legal system. In particular reports, including annual reports, of law reform bodies or agencies of a governmental or quasi-governmental nature are collected for all jurisdictions collected above level one. Government gazettes are only collected in order to obtain the legislation that they contain. Where legislation is published as supplements to the gazette, e.g. for many Commonwealth jurisdictions, only the legislation is retained. Complete gazettes are retained only for European jurisdictions and for South Africa. The British Library has a good collection of complete gazettes.

Titles that may be of interest to legal scholars but are not central to their research are readily available in other University of London libraries where they are more appropriate to a multi-disciplinary collection. Within the University of London there are several major collections of official publications including Senate House Library and the BLPES.

The Senate House Library has a comprehensive collection of British Parliamentary proceedings including Hansard and Standing Committee debates, a complete set of Parliamentary (including bills) and non-Parliamentary papers, a good European Union collection and a large number of statistical titles.

The British Library of Political and Economic Science collects UK official publications and also holds major collections, including statistics, for the United Nations, the federal US government, the European Union and a number of other intergovernmental organisations.

The Library of the Institute of Commonwealth Studies holds major collections of official material for the jurisdictions that it covers and publications of the Commonwealth Secretariat and other inter-governmental bodies with a Commonwealth focus.

Appendix V: Electronic resources

Selection decisions with regard to electronic resources are made according to the same criteria as for print with regard to quality and content but technical considerations must also be taken into account and so a wider group of librarians is involved in making purchasing decisions for this type of material. The Electronic Resources group includes senior librarians responsible for Information Systems, the Library System, Reference and On-line Services and Cataloguing in addition to the Information Resources Librarian. IALS aims to be the lead library for the provision of legal electronic resources within the University of London Research Library Services (ULRLS).

In addition to the normal selection criteria for print resources, electronic formats are additionally assessed for:

Currency

The ease with which they are updated

The possibility of making the resource available to authorised users onsite (including all of ULRLS where appropriate) and remotely via WAM to appropriate academic users. WAM is the Web Access Management proxy server facility of our Innovative Millennium Library system which allows us to provide authenticated access to resources based on the current library card barcode of registered academic users

The ease of searching and printing

The potential for saving space

Access to the material in the long term.

The library will normally purchase material it intends to retain permanently in print or microform because of the unreliability of archiving mechanisms for electronic media. In some cases electronic resources may duplicate material held in print because they provide better search capabilities or because the subscription is structured in such a way as to make this desirable. In some cases, such as looseleaf formats, there is such a heavy investment in staff time keeping the print title current and no provision for keeping old content, that an electronic format might be preferred.

The following checklist is used when considering selecting electronic resources:

Online

1. Prefer online resources over CD ROM.
2. The URL should be stable, particularly if the Internet resource is free.
3. Prefer access by ip address to password.
4. Where possible, make the resource available through WAM and enable remote access to registered academic researchers.
5. Free internet resources, including important web sites and online journals, are selected and made available from the opac where they meet normal selection criteria

CD ROM

6. Consider if it should be networked through the Library, the whole of the Institute of Advanced Legal Studies or ULRLS or only be made available as a stand-alone on a nominated machine
7. Ensure that the software is compatible with the Library's system.
8. Consider if updates are easy to install i.e. does the software need to be re-installed with each update.

General

9. If the resource is already available in the library in print, consider if an electronic version is required and at what cost. Should it be an additional copy or replace the print version. Consider the possible impact of the restrictions of electronic licences on access by and services to all IALS user groups.

10. Where appropriate make the resource available throughout ULRLS or SAS.
11. Consider purchasing the resource through ULRLS if it is a non-law resource.
12. Consider how many concurrent users are required.
13. Ensure that the interface is easy to use; printing and downloading should be simple.
14. Ensure that there is good technical support, including setting up and maintaining access.
15. If the resource is only available electronically, consider if the Library requires long-term access to the content and which archiving options are possible; Will the rights owner give permission to make a permanent copy; to print and bind the document; to download to a CD ROM; to save on the Library server or to make a copy available via the Millennium Media Management Facility.
16. The Library should provide access to the resource through the library opac, although major databases will also be included on the Electronic Library List for convenience.
17. What information should be recorded in the bibliographic record
18. Consider if useful user statistics are readily available if the resource is not available through WAM.
19. Resources containing multiple items should be reviewed frequently to ensure that they continue to meet the library's needs; that they are not available elsewhere from a more convenient source; or that important content has not been removed from the database.

Appendix VI: Selection of print material for closed access

There are four categories of print material that require staff assistance to obtain access.

1. **Short loan.** This is a collection of heavily used volumes kept at the Library Issue and Enquiry desk and made available immediately on demand if not already in use. Material is selected for this collection on the basis of demand from academics and students involved in the University of London LLM.
2. **Librarianship collection.** This is a small working collection of librarianship books and journals, with an emphasis on law librarianship, which is kept in the Staff Library but is available to all library users within 10 minutes of the request being made.
3. **On-site closed access basement.** This contains material such as old editions, older less heavily used monographs, superseded consolidations of legislation and dead runs of serials. This material is normally made available within 10 minutes of the request being made. Items are selected for this category according to the guidelines given below.

General principles for selecting material for on-site basement storage

Volumes in very poor condition should be considered for shelving on closed access in order to protect them from further deterioration.

Monographs

The title has been superseded by a new edition.

The title should not be the current standard work on a topic.

The title is of permanent legal research value.

The title was published more than ten years ago.

The title has not been borrowed within the last two years.

Looseleaf works

Updates to the title have not been published for the last five years.

The title is of permanent legal research value.

Serials

Superseded consolidations of legislation.

Annual volumes of legislation which have been superseded by a consolidation.

Early volumes of a series that are no longer heavily used.

Runs of a serial that has not been published for ten years or has been cancelled.

4. **Off-site storage.** This contains a small collection of little-used, foreign, older material much of which is available on-site in another format. Volumes can be made available within 72 hours. Material for this category is selected according to the general principles below:

General principles for identifying material suitable for off-site storage

1. The Library will only send printed material known to be of relatively low use.
2. The Library will try to ensure that material is available at IALS in another format, if the printed version is sent to the off-site store. However, the availability of the material in an alternative format will not be the sole criterion to justify storage off-site. Some material which is of lesser value for scholarly research may be sent to the off-site store even though no alternative format is available at IALS. Some material of particular scholarly importance (for example among US law reviews: Harvard Law Review, Yale

Law Journal and others) will not be sent off-site even if an alternative format is available.

3. The Library will try to retain on-site a representative collection from jurisdictions and subjects although this may include some material of relatively low use.
4. The Library will not normally send recent material. For current journals this will mean that at least the last 10 years will be kept on-site.
5. The Library will not send rare or unique material or material in a delicate physical state to the off-site store because of the security and handling risks while in transit and while being stored away from Russell Square.
6. In general the Library will send material which is relatively simple to administer both from the point of view of accurate record keeping and for ease of retrieval from the store. This will mean that long runs of serials will be considered the most likely candidates for off-site storage.
7. The Library catalogue will indicate what is available at IALS in print or other formats and what is in the off-site store.
8. The Library will review the situation regularly. It is likely that more volumes will have to be moved off-site as the collections grow. This will be done when additional space becomes available off-site and more titles are available in alternative formats. Use of off-site material will be monitored and volumes may be moved back to Russell Square if use increases.

A current [list of material in the off-site store](#) is maintained on the Library's website.

Appendix VII: Categories of print material to be withdrawn

1. Additional copies of an old edition; the copy in the best physical condition is selected for retention.
2. Where there is a copy of the same material in the collection, perhaps in a different format and falling demand has reduced the need for multiple print copies.
3. The volumes have been replaced in microform.
4. A policy decision had been made to discard superseded material within a particular category e.g.
 - General, non-legal reference works including directories
 - Superseded re-issue volumes of Encyclopaedias of forms & precedents
 - Non-legal language dictionaries
 - Casebooks with no commentary
 - Superseded looseleaf binders where the contents do not constitute a previous edition.
 - Annual editions of codes. These are normally retained every 5 years (e.g. Dalloz)
 - Dead journals . more than ten years old with no legal content e.g. general librarianship or IT titles.
5. A policy decision has been made to rely on another source e.g. an agreement with another research library.
6. The work is damaged or defaced beyond use or repair. Normally efforts are made to replace or reformat the item.
7. The item has been given to the Library but falls outside its collection development criteria.

Appendix VIII: Disposal of withdrawn material

The following considerations are taken into account in deciding how to disposal of unwanted and withdrawn material:

1. Consider if the material should be offered to another UK research library where it fits that library's research collection profile.
2. If it is likely that the material may have some value, consider offering it to second-hand book dealers. Preferably specialists in law books or journals.
3. Consider offering the material for sale through non-commercial specialised channels such as the BIALL duplicates list or Lis-law.
4. If the material is in a reasonable condition, consider if it might be of use to overseas law libraries that are not in a position to purchase research material themselves, e.g. the Nigerian Institute of Advanced Legal Studies (and via NIALS to other Nigerian libraries), or Book Aid International. Runs of journals are not normally suitable for this. Maintain a file of potential recipients.
5. Consider offering duplicate journal or law report issues through the BIALL duplicates list.
6. Finally, consider offering material in an appropriate binding for sale to book furniture dealers.

Appendix IX: Conservation & preservation and disaster prevention & management

General building and collection care

1. Clean shelves and volumes regularly.
2. Fit filters to all air circulation vents.
3. Ensure that the forced air system is working properly to maintain a flow of air throughout the building.
4. Fit protective film on all windows to reduce exposure to UV light.
5. Install UV filters on all lights.
6. Switch off all lights in closed access areas when the room is unoccupied.
7. Monitor temperature and humidity levels daily

Disaster prevention and management

1. Ensure that the disaster equipment supplies are checked regularly and properly maintained
2. Ensure that the Harwell Priority User subscription is kept current and regularly reviewed for potential upgrading
3. Ensure that the Institute Premises Manager carries out regular checks of the building in order to identify potential problems and deal with them swiftly.

Shelving and handling guidelines

Print resources

1. Staff and readers should be trained to handle volumes with care to minimize damage to paper and binding.
2. When removing a book from the shelf, it should be grasped by the middle of the spine and never the top.
3. Shelves should not be too tightly packed.
4. Bookends should always be used to support volumes.
5. Tall books, those over 10" high, should be shelved in the folio sequence. Volumes should never be shelved on their foreedge.
6. Use open pamphlet boxes for loose issues and thin books classed as pamphlets
7. Use closed acid free boxes for brittle volumes and large newspaper style journals that will not be bound.

Microfilm

1. Store reels in well-labelled individual boxes kept in closed cabinets.
2. Always rewind and replace reels in the correct box after use.

Microfiche

1. Store microfiches individually in labelled acid free envelopes kept in closed cabinets.
2. Always replace 'fiches in the correct envelope after use.

CDROMs

1. Store CD ROMs and DVDs in labelled individual jewel cases.
2. Always replace CD in the correct case after use.

Digitisation of fragile material

Identify print material that would be suitable for digitisation for preservation purposes. In particular:

1. Volumes containing manuscript pages where the ink is fading
2. Volumes containing brittle paper which cannot be re-bound or handled without damage and loss of content.

3. Volumes containing fold-out maps and diagrams

Borrowing guidelines.

1. No books published before 1800 may be borrowed for use outside the Library.
2. No damaged volumes e.g. those with loose pages or boards may be borrowed for use outside the library.
3. Volumes that have not been fully processed may not be borrowed for use outside the Library.

Photocopying

1. No volumes with brittle paper, or which are fragile, tightly bound or oversize may be photocopied without permission of the Librarian.
2. No volume published before 1850 may be photocopied without permission.
3. The Librarian may refuse permission to photocopy.
4. Where possible the Library will try to make a surrogate available for use and photocopying where the original is too fragile to be handled or copied.

Binding policy

1. Normally, two commercial binders should be used for the routine binding of new material.
2. Where finances allow, two batches of binding should be sent out each month. Normally a batch of binding should be away from the Library for four weeks.
3. Material should normally be sewn and bound in boards; In-house velobinding should only be carried out on thin volumes that are unlikely to be heavily used after consultation with the Assistant Librarian (Continuations and Binding).
4. All loose serial issues should be bound as soon as the volume is complete and the index has been received.
If no index is produced, the contents pages for each issue should be bound at the front of the volume or, if paginated, they should be photocopied and the copies should be bound together at the front.
5. Serial volumes should normally only be bound when complete. The Continuations or Inter-Library Loans sections will try and obtain replacement issues or pages where required.
6. Some old loose issues may be bound incomplete if it is decided that they are at risk and it is not likely that the missing parts can be obtained. The Assistant Librarian (Continuations and Binding) should be consulted.
7. The LLM examination papers should be bound before they are made available to readers.
8. Books should be re-sewn and re-covered in buckram as soon as their physical state deteriorates to such a degree that the pages are at risk or the volume is unusable.
9. If a paperback has loose pages but is otherwise in good condition and not too thick, consider lamination that retains the original cover.
10. Very thick paperbacks which are likely to be heavily used should be bound or laminated before they are made available to readers.
11. If a volume is pre-1800, rare, valuable or very large, consult the Assistant Librarian (Continuations and Binding) as specialist binding or conservation work may be required. It may be necessary to use a specialist binder and binding may have to be deferred until sufficient funds are available.
12. Any volume which cannot be re-bound, e.g. because the paper is too brittle or because of lack of funds, it should be placed in an acid free box, or tied with unbleached tape as appropriate to keep it secure and alert users that there is a problem.

13. A list of volumes requiring specialist work should be kept so that it can be acted on should funds become available. The list should indicate if re-formatting should be considered.
14. Some categories should not be bound:
daily newspapers, the THES ; ephemeral newsletters which are unlikely to be retained permanently; newspaper-style formats; official Western European gazettes; titles where the pre-current years are kept in RES; titles which are kept only for a few years; duplicate copies of books where it is known that a new edition is about to be published.

Repairs

1. An appropriately trained person may carry out minor repairs in-house. These include small tears, tipping in a single page, repairing a torn spine on an otherwise sound volume. Volumes requiring more extensive work should be sent out to a commercial binder.
2. No more than 2 pages should be tipped in. Correction slips should always be tipped in, never stapled.
3. Only archival quality pressure sensitive tape should be used. Never use Sellotape.
4. Fragile material which cannot be repaired, rebound or replaced should be kept in a closed acid-free box or in a custom made Solander box on closed access where possible.