



Policy for the Acquisition of Research Material

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Contact(s) for Help	Steve Jupe			
Description	Intended Audience: For all those involved in the management of archives and information services across the BBC. Also available on bbc.co.uk . Use: This document outlines the BBC policy for the acquisition of printed and electronic reference and loan materials. These materials include online databases, the Internet/Intranet, books, periodicals and CD ROMs.			
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BBC Information & Archives

Policy for the

Acquisition of Research Materials

Sponsored / Endorsed by :

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ACQUISITION OF RESEARCH MATERIALS

INTRODUCTION

This document is intended to outline BBC Information & Archives policy for the acquisition of printed and electronic reference and loan materials. These materials include online databases, the internet/Intranet, books, periodicals and CD Roms. In principle I&A is migrating towards on-line databases and CD Rom's as the major source of information with hard copy books etc where they continue to be the primary source, and as back up.

This collection development policy will be reviewed annually to ensure that it reflects changes in objectives, needs of users and priorities.

OBJECTIVES OF THE POLICY

To maintain reference sources for the use of the whole of I&A, irrespective of siting, for staff and customers to browse in Research Centres. The main purpose is not to build a lending stock, but to:

- ◆ To acquire research materials to support a research reference service, with a range of subject specialisms.
- ◆ To provide a wide ranging, cost effective research information service focused on the needs of BBC programme makers and decision makers, and to support the BBC in its production of quality programmes by satisfying the information needs of our customers.
- ◆ The collections are managed as one, although they may be split over more than one site.
- ◆ To enable staff who select and withdraw source to work with greater consistency, thereby developing relevant collections and allocating financial resources more effectively.
- ◆ To facilitate co-operation with other libraries in the BBC, (especially those in the English Regions and Nations), to avoid duplication of materials, expenditure and effort, and thereby maximise resources.
- ◆ Acknowledgement of non I & A specialist areas is essential. e.g. Natural History in Bristol and Engineering in Kingswood Warren.

STOCK MANAGEMENT

- ◆ The specialist research staff will co-ordinate selection and withdrawal; the acquisitions team will be responsible for managing the budget.
- ◆ Regular stock checking of the collections will take place and materials will be withdrawn as new sources are acquired.

- ◆ All areas of the libraries' collections are assessed annually, and items which are deemed to be of no value are withdrawn, using the criteria identified in this policy.
- ◆ Some withdrawn materials are offered for sale; proceeds are used to purchase new titles for the libraries. Other materials which may be of use to specialist non-profit organisations are offered to them.
- ◆ Application of policy
 - ◆ Research staff using subject expertise and sources such as Bookseller etc.
 - ◆ Customer recommendation
 - ◆ Each of the researchers is responsible for the communication of new acquisitions to customer and relevant library areas via Research Central, newsletter etc
 - ◆ Review acquisitions weekly
 - ◆ Review withdrawals at six monthly intervals
 - ◆ Catalogue (TALIS) to be available on I&A intranet.

CRITERIA FOR MATERIALS SELECTION AND WITHDRAWAL

- ◆ Specialist research staff will be responsible for co-ordinating the selection and withdrawal of research sources using the following criteria:
- ◆ Availability of resources elsewhere within the BBC or through interlibrary loan or on the internet.
- ◆ Relevance: fills a gap in the collection, provides alternative point of view, only source available on subject, presents new theory or reports new findings, new edition of heavily used title, key work.
- ◆ Comprehensiveness of content.
- ◆ Price
- ◆ Authority: reputation and significance of the author/producer; reputation and standards of the publisher/supplier.
- ◆ Timeliness: currency of information.
- ◆ Need for duplicate materials
- ◆ Materials will be acquired for the Library collection if they are likely to contribute to the reference requirements of the library i.e. provide a relevant research source for that subject area or personality that cannot be easily and speedily obtained from other sources. Otherwise such references will be borrowed from other sources within agreed appropriate timescales or purchased on behalf of customers using the best discount rates achievable.

THE COLLECTION

- ◆ The reference collection includes a number of key areas and reflects the materials necessary to support and develop the subject specialisms offered by I&A:

- ◆ **The Broadcasting Collection** includes a wide range of biographies which complement the film and theatre biographies, material discussing the history of broadcasting, BBC primary sources, discursive works, material discussing particular programmes and genres, and illustrated books. These are likely to be located in the Written Archives Centre.
- ◆ **Art & Design**
- ◆ **Film & Entertainment**
- ◆ **Music**
- ◆ **Science**
- ◆ **Government Publications** consists of Hansard, Acts of Parliament, Bills, Command Papers, House of Commons and Lords Papers, Select committee reports, commissions of inquiry and a wide range of departmental reports and surveys; also includes a statistics collection, consisting almost entirely of figures from official sources and a small collection of reference material on the European Union. Most of these are likely to be available on the internet.
- ◆ **General Reference Collections** including Encyclopaedias, Atlases (political, geographical and historical) and a research level collection of biographies of theatre and other entertainment personalities. A limited set of recent and classic biographies and autobiographies of modern and historical personalities will be maintained to supplement or backlog other sources of biographical information. The primary source will be CD Rom or websites.
- ◆ **Natural History**, i.e. life sciences, botany and zoology are covered in detail by the Natural History Unit.
- ◆ **Engineering** is covered in detail by Research Dept in Kingswood Warren Information Service.

OTHER ACQUISITIONS

- ◆ **CUSTOMER PURCHASES:** The library offers a service to purchase specific titles for customers.
- ◆ We will only purchase those items which meet the selection criteria outlined in this policy (i.e. acquire research resources that are likely to be required by others over a period of time) for inclusion in I&A stock. The library will not automatically purchase on demand.
- ◆ **GIFTS:** The library accepts donations of materials with the understanding that those which meet requirements of the library users will be kept, and the others disposed of in an appropriate manner - by giving them to other libraries within the BBC, or by selling them to raise money for the library.

Document History

Version	Date	Comment	Author
0.1			Sue Malden