



**HARLAXTON  
COLLEGE  
LIBRARY**

## Harlaxton College Library

### Collections Policy

The collection management policy is intended to provide guidelines for the management and maintenance of Harlaxton College Library collections. The Library works with the University of Evansville Libraries to ensure that students and faculty can access the same high standard of information resources during their time at Harlaxton College. However, The Library is responsible for the selection and management of its stock and has a separate policy. This document should be read in conjunction with the [Collection Development Manual](#) produced by the University of Evansville Libraries.

(Available at: <http://libraries.evansville.edu/libservices/cd/pm9401.html>).

Harlaxton College Library aims to provide print and online information resources to support and enhance the academic programmes offered. The Library strives to play a pivotal role in the College community's teaching and learning. The Library also seeks to encourage recreational reading and reading for pleasure, and to provide a welcoming environment for all users.

#### Access

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As a part of the College's commitment to continuous learning, the Library is open twenty-four hours a day, seven days a week. It is staffed by a qualified Librarian during normal office hours, and student assistants are on duty most evenings and weekends during the main semesters.

Students, faculty and their families, and all College staff are members of the College Library. The Library also welcomes external readers who have a genuine interest in material that is specific to Harlaxton College or Harlaxton Manor. External readers should arrange an appointment in advance of their visit by contacting the Library staff. Visits must be arranged within office hours and will be for reference only.

#### Selection

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The Library liaises closely with faculty in the selection of materials. Recommendations from students, faculty and other users are welcomed and encouraged at all times. The following factors will be considered in evaluating recommendations for new acquisitions:

- Relevance to subjects taught, or expected to be taught, at Harlaxton College
- The level and depth of the subject matter
- Reviews
- The knowledge, competence and reputation of the author/editor
- Reputation of the publisher
- Currency
- Cost

The Library also has a small popular fiction collection designed to encourage recreational reading for the whole College community.

In support of the College's mission to encourage faculty research, the Library aims to hold copies of published material authored or edited by past and present Harlaxton faculty.

In keeping with the College's mission to care for, restore and maintain the building and its grounds, and foster relevant research, the Library will seek to acquire all materials which make reference to Harlaxton Manor and the immediate locality. This includes both scholarly publications and popular works.

## **Weeding**

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Weeding is an important part of collection management, and is essential in a Library where space is limited.

The following criteria will be considered when withdrawing materials:

- The currency of the item's content
- The physical condition of the item
- Whether a more recent edition is held by the Library
- Whether the subject is taught, or is likely to be taught in the future, at Harlaxton College

## **Copyright**

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The Library holds a licence from the Copyright Licensing Agency to make copies of material within legal limits. All users are expected to respect copyright laws. Notices outlining copyright regulations are displayed in photocopying and printing areas.

## **Donations**

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The Library welcomes and appreciates offers of gifts for the collection. Unsolicited gifts will be accepted for stock at the discretion of Library staff. Items accepted for stock will not necessarily be kept in the main collection and will not necessarily be retained permanently by the Library.

## **Interlibrary loans**

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Harlaxton College Library is a member of the British Library's lending division. The service is usually funded by the College Library for Harlaxton students, faculty and staff. The Library reserves the right to pass part or all of the cost to users making extensive use of this service. All applications for interlibrary loan items should be made through Library staff.

## **Intellectual freedom and censorship**

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The Library believes that intellectual freedom is an important value within the College and supports the right of its users to access information representing different views. The Library does not censor information based on the race, religion, sexuality, gender, nationality, political party, social affiliation or economic, scientific or moral beliefs of the author or subject.

The presence of controversial material within the collection does not mean that certain ideas or beliefs are promoted or endorsed by the Library. Specific concerns regarding the nature of materials in the collection should be directed to Library staff.