



**RCN Library and Archive Services
Collection Management Policy**

Version 1.0

Document control summary

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VERSION CONTROL SUMMARY

Version	Date	Summary
	October 2016	This policy sets out the parameters for managing and developing the RCN Library and Archive collections, and informs decision making on collecting, cataloguing, preservation and access.

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1. Policy Statement

- 1.1. This policy outlines the principles according to which the RCN Library and Archive Service (LAS) acquires, maintains, stores and makes accessible the collections it holds.
- 1.2. This policy will be reviewed every five years. A separate RCN Special Collections and Archive Collection Management Policy covers all aspects of archives and special collections management.

2. Introduction

- 2.1. Founded in 1922, the RCN Library and Archive hold Europe's largest nursing-specific collection and is the oldest nursing-specific collection in the world. Our vision is to grow our collections, maximise access to our services and, find new ways to raise awareness of nursing and nursing history. This supports the RCN Charter objective 'to support nursing education and professional development' detailed in the [RCN Library and Archive Service Five Year Plan](#) and the [RCN strategic plan](#).
- 2.2. Responsibility for all aspects of the RCN Collection lies with the RCN Library and Archive Service. The RCN Library and Archive Service collections are monitored and audited through the records of the Collection Development Operational Group (CDOG). CDOG is responsible for all significant accessions, de-accessions and major collection decisions. See terms of reference in *Appendix A: Collection Development Operational Group (CDOG) terms of reference*.
- 2.3. RCN Library and Archive Service is committed to employing professional staff to ensure that the selection, management, care and use of the collection is consistent. Any tasks requiring additional professional expertise will be bought in as needed.
- 2.4. This policy sets out our three key activity areas: Collecting, Users and Access, and Member Engagement.
- 2.5. This policy exists within the overall RCN policies which cover how the RCN operates. See *Appendix B – Relevant RCN plans and policies*.
- 2.6. The RCN Library and Archive Service aims to provide access to a high quality UK-wide service without unnecessary barriers.
- 2.7. The RCN Library and Archive Service has an emergency response policy which covers how the collections are cared for in case of emergency. The policy is reviewed annually and works with the RCN Business Continuity Policy. See *Appendix B – Relevant RCN plans and policies*.

3. **Collecting**

3.1. The Library collections are divided into the lending collection and the special collections. Responsibility for selection lies with the Collection Development Team, their experience and expertise is a vital factor in ensuring the coherence of the collection, and all Library staff are expected to contribute to selection.

3.2. Our priorities for collecting stock are:

We purchase all British nursing resources. This is defined as items which have significant nursing content, are written or edited by a nurse and/or have nursing relevant information.

We purchase all British Health Care Assistant (HCA) resources. This is defined as items which have significant HCA content, are written or edited by HCAs or nurses, and/or have HCA relevant levels of information.

We collect all RCN publications published for external use, both in physical and digital form

We collect resources written by RCN staff and RCN fellows and where appropriate RCN members

Where possible we purchase international nursing items, British midwifery titles and British medical titles, items recommended by RCN staff and members, titles that support professional development of nurses and resources found on university nursing department reading lists

Where appropriate we collect English language nursing items to fill gaps in British nursing knowledge

On occasion we purchase international medical titles, nursing fiction, patient accounts and specialist rare items.

3.3. Value for money: Where possible the RCN Library and Archive Service purchases through Library sector consortia to ensure best possible value for members' money. All non-consortia spending follows the RCNs internal finance procedures.

3.4. Formats: We select items in a variety of formats including books, e-books, journals, e-journals, databases and trade publications i.e. RCN and NMC publications. Preference is shown to digital formats. Other formats will be purchased where an item of particular importance to the collection or of particular use to members is not available in digital format.

- 3.5. Multiple copies: The RCN Library and Archive Service aims to purchase only one copy of any printed/electronic text. Multiple electronic/print copies are purchased in response to significant member need and within budget parameters.
- 3.6. Language: The language of the collections is English and where possible e-resources should have a Welsh language option. Items written in other languages will only be purchased to provide context.
- 3.7. Lost and damaged books: The RCN Library and Archive Service replaces all damaged or lost books published within the past five years, and replaces any lost or damaged British nursing and HCA titles whenever possible. The Library undertakes a stock check of its collections to ensure our collections remain comprehensive.
- 3.8. Donations: All donations to the library are assessed against this collecting policy and final decision to accept or reject is made by the Collection Development Operational Group (CDOG). We maintain a clear audit trail for ownership See *Appendix C - Donation Agreement*.
- 3.9. The RCN Library and Archive Service operates a document supply or interlibrary loan service. These services will be used to procure book loans or journal articles for members, subscribers and staff if the item falls outside our collecting parameters.
- 3.10. Journal subscriptions are reviewed annually by CDOG in consultation with other RCN Library and Archive Service staff based on the following criteria:
- Our priorities set out for collecting
- Member Usage
 - Availability in British Library
 - Professional sector knowledge
 - Specialist, authoritative and quality assured content
 - Cost of resource including cost per use
- 3.11. All decisions on journal retention or disposal are made at the point of commencing a journal subscription. The Collection Development Manager, in consultation with CDOG, is responsible for decisions relating to the disposal of journals.
- 3.12. Access to databases is purchased through tender on a three year cycle. Our database subscriptions are reviewed prior to the tender process by CDOG and the decision on renewal or cancellation is based on the following criteria:
- Following our priorities set out for collecting
 - Member Usage
 - Cost of resource including cost per use
 - Remote and onsite access provisions

- Specialist, authoritative and quality assured content

3.13. Movement and withdrawal of stock:

Books are held on the open shelves for ten years, however if a new edition is published the previous edition is removed immediately. After ten years all books are assessed and may be moved to the store where they remain available for loan or removed for disposal, using our professional judgement. After fifteen years, store items are moved into the Special Collections.

Print journals are held on the open shelves for ten years, and are then assessed and may be moved to the store or removed for disposal. After fifteen years these journals join the Special Collections.

Disposal of material is undertaken in accordance with the RCN Library and Archive Service disposal procedures and in line with appropriate professional sector guidelines.

Note – E resources (books, journals, databases) are not purchased according to a traditional model of ownership. We purchase access to e resources, for designated periods of time. Some licenses enable 'in perpetuity', but most are for limited periods of 1-5 years

4. Users and Access

- 4.1. The RCN Library and Archive Service is open for use by the public for the study of nursing and nursing history. General access to the RCN Library and Heritage Centre is set out in *Appendix D: 'Terms and Conditions'*. Details of access to special collections and archive collections are available through the RCN Special Collections and Archives Management Policy.
- 4.2. Our purchased e resources are only available for member usage due to licensing restrictions, where possible we provide offsite access to these resources via remote authentication. We have a small number of e resources which are free to access, these are clearly designated on our website. We have a number of commercial partnerships with electronic database providers, where these occur we will endeavour to provide access onsite only.
- 4.3. Only RCN staff, members and Library Subscribers may borrow items and the following restrictions apply:
 - RCN staff may borrow 30 print books
 - RCN members may borrow 8 print books
 - Library subscribers may borrow 3 print books
 - RCN staff and members may borrow 8 ebooks

- 4.4. The RCN Library and Archive Service actively supports the RCN accessibility objectives in providing Disability Discrimination Act (DDA) compliant access to its collections. A copy service is available to our members in line with copyright and preservation requirements.
- 4.5. We catalogue all Library and Archive Collections to industry standards. We disseminate our catalogues by sharing them with national and international partners as indicated in the RCN Library and Archive Service Five Year Plan. See *Appendix E: List of key Stakeholders, Partners and Networks*
- 4.6. The RCN Library and Archive Service aims to provide all resources in a wide range of accessible formats, and to reflect the diversity of our members.

5. Member Engagement

- 5.1. The RCN Library and Archive Service puts the member at the centre of all we do. Members are encouraged to interact and contribute to the collections in a number of ways.
- 5.2. We want our collections to reflect member diversity, and we actively seek resources which represent RCN members, their specialisms and geographic spread.
- 5.3. Wherever possible we purchase items recommended by RCN staff and members and we actively seek input from members and staff. We endeavor to provide patron driven acquisition if funding and platforms are available.
- 5.4. We work on joint projects with member groups which influence our purchasing. These include Branches, Forums, RCN Fellows and networks, which include events, exhibitions, subject guides and displays.
- 5.5. We work with professional staff to enhance catalogue descriptions and they actively contribute to the construction of the RCN Library and Archive Service Thesaurus. We actively seek RCN staff input into collections, including taking collections suggestions and consulting on developments in the nursing field.

Appendix A:

Collection Development Operational Group Terms of Reference

Role of the Operational Group:

The Library and Archive Collection Development Operational Group (CDOG) ensures the RCN special, lending and archive collections continue to be developed as the authoritative UK collection on professional nursing.

The Group will:

- Monitor, agree and record proposed accessions (significant acquisitions, internal transfers and donations), external organisation/museums loans (in and out), and de-accessions in line with the RCN Library and Archive Collection Development Policies
- Raise questions / propose changes to the Policy and Procedures over time
- Initiate and monitor specific collecting projects in collaboration with nursing team

Key responsibilities for the Library and Archive Collection Development Operational Group:

- To ensure that legal, fiscal and operational responsibilities are met during the collecting process
- To ensure ongoing accessions (acquisitions/internal transfers) and deaccessions are in line with the Collection Policies
- To agree legal transfer of materials donated to the collection by individuals or external organisations
- To agree loans in and loans out of the Collection for the purposes of exhibition
- To identify issues that need to be agreed at a more senior level within the RCN
- To review and make recommendations on overall collections policy and procedure issues
- To ensure 4 country collaboration in collecting – both for the special and lending collections
- Agree collecting in line with RCN Library and Archive 5 year plan to ensure progress.
- To provide the audit train of decisions made including those not to acquire or collect.

Membership (or representatives with suitable authority):

The group is chaired alternately by the Joint Archives and Information Services Managers and the Collection Development Manager.

Required Members:

Teresa Doherty, Joint Archives and Information Services Manager
Anna Semmens, Joint Archives and Information Services Manager
Diane McCourt, Collection Development Manager
Fiona Bourne, Archives Operational Manager
Peter Folly, Collection Development Specialist
Rachel Giles, Collection Development Specialist
Sophie Volker, Archives Specialist
Frances Reed, Events & Exhibitions Coordinator
Ian Jacklin, E-Systems Manager
Sibylla Parkhill, Customer Services Manager
Mandy Watson, Information team
Country Librarians or representatives

Additional Members:

Kate Clark, Information Manager
Sarah Cull, Customer Services Manager

Observers are welcome and are encouraged to attend at least once a year, e.g. from Nursing Department.

Meetings:

Meetings will take place monthly; with a minimum quorum of 4 members for regular business: with at least one member from both the collection development and archive teams. Queries for advice will be reported through the Joint Archives & Information Services Managers.

Accountable to: Nursing Practice and Policy Committee (**NPPC**)

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Author: Diane McCourt

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Appendix B – Relevant RCN Policies and Plans

This is a non-exhaustive list of RCN policies and frameworks which may be relevant to records retention.

These policies may be amended, revised, replaced and supplemented and additional relevant policies created from time to time.

- RCN Confidentiality policy
- RCN Data Protection policy
- RCN Risk policy
- RCN Business continuity policy
- RCN Staff IT policy
- RCN Case management data control policy and procedure
- RCN CMS access control policy and procedure
- RCN Financial Regulations

Pending as at August 2016

- RCN Records and Data Retention Policy
- RCN Library and Archive Service access policy
- Quality Framework for RCN professional resources

The following plans

- RCN Audience Engagement Plan (2012)
- RCN Library and Archives Service Five Year Plan (2016-2020)
- RCN Library and Archives Service Marketing Plan (2016)

Appendix C: Donation Agreement

Royal College of Nursing

Library and Archives Donation Form

Royal College of Nursing would like to thank you for offering items to their collections. Please complete the following which helps us decide whether they will be taken into the collections.

Contact Details:

Name	Address	Telephone	Email

I wish to donate the following material to the Royal College of Nursing Library and Archives:

Description	Copyright Owner? YES/NO

I understand that by signing this form, the items I donate will become the property of the Royal College of Nursing and that the Library and Archive reserves the right to determine how they will be used or disposed of.

Signature:

Date:

The RCN UK Library and Heritage Centre is located at 20 Cavendish Square, London W1G 0RN.

The RCN Archives is located at 42 South Oswald Road. Edinburgh.

Please see copyright permission agreement overleaf:

Copyright permission for Archives including Oral Histories,

By signing this form, donors agree to (please indicate choice):

Option 1: Physical ownership is transferred to the RCN. Any copyright ownership is assigned to the RCN if the donor is the copyright owner. Copyright permission is assigned to the General Secretary and Chief Executive of the Royal College of Nursing. The RCN agrees to use material responsibly for exhibition and marketing purposes.

OR

Option 2: Physical ownership is transferred to the RCN. The copyright owner wishes to maintain ownership and agrees to be contacted by the RCN Archives on behalf of researchers to assign specific permission for use of copyrighted materials for purposes other than private research.

NB This agreement does not cover items, of which the donor has no copyright ownership. Existing copyright or other rights (design, patent etc.) of items that are donated along with the donor's own items will be respected.

And agree to the conditions detailed below (please read carefully and refer to Terms of Donation policy for further details).

Signature:

Date:

Insurance

All material held in the RCN Library and Archive is covered by the RCN's insurance policy.

Finding Aids

All material held in the RCN Library and Archive is detailed in our online catalogues available at <https://www.rcn.org.uk/library/>

Access

Both the Library Special Collections and Archive are open to the public by appointment only. Items containing information about other data subjects with whom there is no donation agreement will remain closed in line with Data Protection Act.

Donation details will remain confidential to the RCN Library and Archive and will be kept for the purposes of future contact.

**Donation Form prepared by:
(Staff name and signature)**

Date:

Date Reviewed Sep 2016 **Author:** Diane McCourt **Review Date:** Sep 2017

Appendix D: Terms and Conditions

Royal College of Nursing Library and Heritage Centre Terms and conditions

Using the Library and Heritage Centre

Everyone is welcome to use the Library and Heritage Centre to explore nursing and its history, visit the Cafe and shop, exhibitions and attend most events. Further use of the Library and Heritage Centre by members of the public, i.e. of the space, equipment and physical resources beyond that detailed above, is restricted to those conducting research into nursing or nursing history. Only RCN members, RCN staff and subscribers to the RCN Library Services are able to borrow books and use the electronic resources.

The mezzanine floor is reserved for the use of RCN members only.

Opening hours

Library and Heritage Centre opening hours are available on the RCN web site. Changes to the opening hours will be communicated via the website (www.rcn.org.uk/library), twitter (@RCNLibraries) and promoted within the Library.

Conduct within the Library

All Library users must show consideration for other library users, as outlined below.

All Library staff instructions should be followed at all times in the Library and Heritage Centre.

Behaviour

Members, staff and visitors should treat each other with dignity and respect, care and consideration as described in the *Dignity Charter for RCN members* which is available from the RCN website.

Personal music players can be used providing that headphones are used. Users are required to ensure that noise does not filter from headphones in a way that could disturb other people.

Children should be accompanied and supervised at all times by an adult and should not disturb other library users. They may use the computers and facilities when not required by an adult.

Stairwells should be kept clear owing to their use as a fire escape.

Talking is not permitted in the Quiet study area on the Mezzanine floor. Users may talk and use mobile phones in other areas of the Library at levels deemed reasonable by Library staff. Users may be asked to speak more quietly or to move to another area of the Library at the discretion of Library staff.

Animals, with the exception of assistance dogs, are not permitted to be brought into the Library.

Smoking, including of e-cigarettes, is not allowed.

Eating and drinking

Library and Heritage Centre users may bring drinks with lids into the Library. Food may be eaten in the Library providing it is not disturbing other users or damaging library collections or equipment; no food can be consumed near the IT equipment. Users may be asked to eat in a different area of the Library and Heritage Centre at the discretion of Library staff. Any spills or other damage should be reported to a member of staff immediately. Only food and drink purchased on the premises may be consumed in the Café.

No alcohol may be consumed in the Library and Heritage Centre, unless provided by the RCN or its agreed contractors as part of a packaged event.

Personal property

The Library and Heritage Centre does not accept responsibility for personal belongings, and these must not be left unattended at any time or used to reserve seats. Library staff reserve the right to remove any unattended items, as well as items causing obstruction or inhibiting access to Library facilities such as computers and seating. Personal property left in the library will be kept for up to one month, after this it will be disposed of.

Fire alarms

Users must leave the Library when the fire alarm sounds, proceeding to the nearest available fire exit. Users must leave at any time if directed to do so by a member of staff.

Use of Library materials

All library materials and facilities should be treated with care. Library users must not in any way damage or mark any book belonging to the Library, if damage does occur the user may be liable for the cost of replacing the book. Books which are found to be damaged or marked should be reported to a member of library staff.

Items in the Special Collection may be viewed by appointment and under invigilation conditions. The Special Collection is not available for loan.

Borrowing books and access to electronic resources

RCN members may borrow up to 8 books and access subscribed electronic resources: databases, e-journals and e-books. Subscribers can borrow 3 books and use electronic resources while on-site.

No book may be removed from the Library and Heritage Centre until it has been issued at the self-issue machine or service desk.

Members are responsible for any books used or borrowed and will incur fines or charges for any late, lost or damaged books.

Contact details

Members should notify the Library and Heritage Centre of any change of address, email address or telephone number. They should also notify the RCN by using 'My RCN' on the RCN web site or by phoning RCN Direct on 0345 772 6100.

Copyright

All library users should observe copyright law when making print or digital copies including photographic copies of anything in copyright. For further information see the posters at the library photocopiers or ask a member of staff.

Use of IT facilities

Priority use of IT facilities is granted to RCN members and staff. Visitors may use the IT facilities for research into and the exploration of nursing and its history but do not have access to the subscribed electronic resources (databases, e-journals and e-books). Food may not be consumed near the IT facilities and hot drinks must have a lid.

Users should not breach any legislation e.g. Computer Misuse Act 1990, Data Protection Act 1998, Copyright Designs and Patents Act 1988.

Unacceptable use of IT facilities includes the following activities:

- (a) Creating, transmitting, storing or displaying offensive, indecent or obscene material, which includes: material that deliberately and unlawfully discriminates, or encourages deliberate and unlawful discrimination, on the grounds of race, ethnicity, gender, sexual orientation, marital status, age, disability, political or religious beliefs;
- (b) Creating or transmitting defamatory material or material which risks bringing the College's name into disrepute;
- (c) Obtaining, transmitting or storing material where this would breach the intellectual property rights of another. This includes downloading and file sharing of music, video and image files without permissions and/or appropriate payment to third parties;
- (d) Use of the IT facilities in a way that denies access to other users;
- (e) Deliberate introduction, execution or transmission of malware;

Users may not:

- (f) Disclose their passwords to any other person;

(g) Bypass or attempt to bypass any security measures including passwords, firewalls or network protocols.

Suggestions and Feedback

We welcome your suggestions and feedback on our services. Please complete a feedback card, speak to a member of staff or use the feedback form on our web site:

www.rcn.org.uk/development/library_and_heritage_services/contact_us/suggestions_and_feedback

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Appendix E: Key Stakeholders and Partners

There is no other nursing specific collecting body within the United Kingdom.

There are archives, libraries, and museums which collect nursing and related topics, usually from a geographic or medical and health perspective. We liaise and actively create relationships with allied professionals in these bodies. Key stakeholders and partners are listed below, though there are additional working relationships with national, regional, local, specialist and academic collections.

NHS (and predecessor) records have been deposited in different ways:

- In England and Wales usually transferred to the local record office
- In Scotland usually transferred to the university sector: Glasgow, Edinburgh, Dundee, Aberdeen or Stirling.
- In Northern Ireland most NHS records have been transferred to the Public Records Office of Northern Ireland

Stakeholders and Partners include:

Barts Pathology Museum
Bethlem Museum of the Mind
BDA Dental Museum
BMA Library
British Red Cross
Chelsea Physic Garden
Florence Nightingale Museum
Freud Museum
Great Ormond Street Hospital Museum
Howard Gottlieb Center, Boston University
King's College London
Kings Fund
Langdon Down Museum of Learning Disability
Lothian Health Archives
Museum of the Order of St John
Old Operating Theatre & Herb Garret
Parliamentary Archives
People's History Museum
Royal Botanic Gardens, Kew
Royal College of Midwives
Royal College of Physicians
Royal College of Surgeons (including the Hunterian Museum)
Royal London Hospital
Royal Pharmaceutical Society
Royal Society of Medicine
St Bartholomew's Hospital Museum & Archive
Thackray Museum
The National Archives
Wellcome Library for the history of health and medicine

Networks

Consortia of Independent Health Information Libraries in London (CHILL)
Health Archive Records Group (HARG)
London Museums of Health and Medicine
Society for the Study of Labour History (SSLH)
UK Medical Collections Group

Aggregators and Mapping Projects

Aim25
Archives Hub
Copac
Discovery: The National Archives
Hospital Records Database: the National Archives
SUNCAT
WorldCat OCLC
Scotland's Sounds: National Library of Scotland
Archives Portal Europe

Commercial Partners

Ancestry
Mary Evans Picture Library

Appendix F – Useful Definitions related to this Policy

Acquisition

The act of obtaining ownership of materials which then become a constituent part of the RCN Library and Archive collection

Aggregator

A person or organization that collects information from other organisations and puts it on a single website.

Archive

This term is used to encompass four distinct meanings:

1. The records that have been identified as having continuing value and required for permanent preservation
2. Records that have been created or collated by an organisation or person in the normal course of business or life, that have been identified as an entity for permanent preservation
3. The repository or place that the records are stored in
4. The team responsible for appraising, collecting, preserving and making available archival material

Catalogue

A structured list of information about or relating to items within a collection. In the Archive sector this typically contains descriptive information at various levels (known as multi-level hierarchical descriptions) from collection to item including details of the creator of the records.

In the library sector this normally contains bibliographic descriptions for individual titles and editions in the library's collection

Collection

A set of materials that has been collated according to a specific subject, in any format.

Database

An online index of journal articles that is fully searchable usually grouped by subject area e.g. CINAHL for nursing and allied health.

Digital resources

Broad term covering all digital material held in, or accessible via the library and Archives, normally categorised as either born-digital or digitised, within the RCN usually used in relation to archival materials.

Disposal

Permanent removal of materials from the Library and Archive collection, by planned destruction or transfer to another organisation.

Donation

Any addition to the Library and Archive collections. Usually a gift of materials from another location or agency.

Electronic resources (e-resources)

Broad term covering digital published material, within the RCN accessed via the library, such as e-books or e-journals.

Patron Driven Acquisition

A model of library collection development in which a library only purchases materials when it is clear that a patron wants them using an interactive user platform for members.

RCN Library and Archive Service

The RCN team who deliver the Library and Archive Service. This includes the customer service, information literacy, library e-Systems and collection development teams based in the Library & Heritage Centre in London and the Archives team based in Edinburgh.

Digital Repository

A Digital Repository is a digital space for managing and storing published and unpublished digital content that has been selected for permanent preservation.

Internal Transfer

The handover of RCN published or archival material from any part of the RCN to the RCN Library and Archive team.