

### 4.3 Collection Development Policy, Gladstone's Library

*From v. 5 (2020) the Collection Development Policy was revised to produce a smaller, more focused document. The historical record set out in earlier versions of the policy is now well-established and recorded, and no longer needed here.*

This document establishes the specific depth and breadth of the various Library collections and Archives, as well as the institutional commitment to maintaining scholarly access to the collection. It also lays out the principles under which archives and special collections are accrued. This policy assists staff in meeting the recognised needs of all stakeholders, as well as ensuring continuity and consistency in collection development and maintenance.

It covers:

- a. Collection Overview;
- b. Purpose of the Collection;
- c. Collection Development;
- d. Selection, Purchase and Acquisition;
- e. Collection Depth;
- f. Retention, Accrual and Duplication; Weeding, De-Accessioning and Disposal
- g. Donations and Deposits;
- h. Lending and Loaning;
- i. Collaborative Working;
- j. Archive Collection Development Policy.

#### *a. Collection Overview*

The collection consists of a nineteenth-century Foundation Collection, a much larger contemporary Main Collection, several Special Collections (including texts produced prior to 1800) and multiple archives. The Foundation Collection has not been added to since 1898 but its contents, topics and scope continue to guide acquisitions.

The Foundation Collection was the personal reference library of statesman William Ewart Gladstone. For much of this life the collection was housed in the Temple of Peace, his personal study; when he founded Gladstone's Library (known as Monad/St. Deiniol's) in the late 1880s approximately 22,000 books across twenty-one classmarks (A, B, C, D, E, F, G, H, I, K, L, M, N, O, P, Q, R, S, T, U, W) were transferred to the building on our site. As far as is known this is Gladstone's own arrangement and classification. Texts in the Foundation Collection are unique by virtue of Gladstone's ownership and – in many of the books – his annotations. From the 1880s to 2010 acquisitions were made in all twenty-one classmarks and no distinction was drawn between Foundation or Main collections.

In 2010 a collection review found that the collections had become unfocused and unwieldy and five classmarks were retired, retaining only those books owned by Gladstone. In 2012 the Foundation Collection was formally established, physically bringing the collection together for the first time in the History Room. In 2021 the Foundation Collection was moved to closed storage.

Outside of the Foundation Collection is the Main Collection; since 2010's review this has consisted of sixteen classmarks (A, B, C, D, E, F, G, I, M, R, U, W) arranged around the three major Foundation Collection areas: Theology and Religion; History and Politics; Literature and Literary Culture. The Main Collection holds texts dating from roughly 1890-now.

As well as Foundation and Main collections there **are twelve Special** Collections. These are discrete collections that are chiefly donated due to their links with foundational areas.

Traditionally the Library has not considered itself an archive but it **houses twenty-four archives**, a considerable number. A major archive is the Glynne-Gladstone archive, containing significant quantities of personal family correspondence. Since 2018 the Library has stopped accept further archival donations.

#### *b. Purpose of the Collection*

Collection is almost exclusively in the form of books, journals, pamphlets, periodicals, newspapers and microfilm; there are a small number of paintings and physical objects. The collection is available in two silent reading rooms. The collections serve a community of residential and day readers in the study of the humanities in the nineteenth century and the present day. The collections principally support undergraduate, postgraduate and academic research and study. Titles either represent subjects as they were in the nineteenth century or engage with those subjects in a contemporary way. All the collection is reference only.

Outside of the Main Collection, the collection is known for its unique content and as a repository of texts that are relatively rare. Making up a significant proportion of the collection are titles that are the only holdings in the North-West and Wales; another significant proportion is titles that exist only in the deposit libraries as well as major university libraries.

Gladstone's Library is a world centre for the study of William Ewart Gladstone and a national resource for the long nineteenth century. Gladstone is a central nineteenth-century figure. He was linked to innumerable people, movements, countries and cultures across the Victorian world. His biography and family links offer the opportunity to examine the nineteenth century from multiple perspectives, including ones less traditionally found in Gladstone Studies. We encourage scholars to use the Foundation Collection and the Glynne-Gladstone archive as the basis of a growing body of work that re-evaluates not only Gladstone himself but the societal and historical contexts in which he lived and to which he contributed.

#### *c. Collection Development Principles*

The Library actively collects items in the main Gladstonian areas of interest. The supporting collection of research into Gladstone, his life and work, are a priority area of development, as are the three core areas: theology, history and politics, and literature across the years 1780-1914. The collection maintains a contemporary presence in these areas with twentieth and twenty-first century literature, theology, and political texts all acquired into the Main Collection.

The Gladstone Foundation Collection and the Glynne-Gladstone Archive are closed collections, admitting only donations from the Gladstone family, the Temple of Peace at Hawarden Castle or those texts with a provenance indicating they were owned by William Gladstone. Individual archives and special collections are closed to anything other than deposits from the archive or collection creator.

From 2018 we are committed to 'Digital Gladstone': a series of collaborative projects which widen access to our unique collections via digitisation. We aim to have digital copies of every archive document relating to William Gladstone available to browse online by 2030.

#### *d. Selection, Purchase and Acquisition Principles*

**Please note that as of 2020-21, the budget for acquiring new works has been suspended due to the financial impact of the Covid-19 pandemic.**

Financial resources are limited. The budget for new purchases is comparatively small (between £16-20,000) and must cover new books as well as journal and periodical subscriptions. There are other small budgets for the preservation and conservation of existing material. We maintain a request register so that anyone can offer guidance on acquisitions and purchases or request specific titles.

We do not purchase archives or special collections but do purchase Main Collection titles. We will also occasionally purchase duplicate copies of Foundation Collection titles.

Titles to be purchased are listed on an acquisition register and frequently discussed. Any text costing more than £35 is subject to discussion at the monthly Reading Room meeting. Monographs and similar volumes are collected only in core areas. Second-hand texts are readily considered.

Acquisition in all collection areas is also determined by space constraints; purchases for the Main Collection are made in conjunction with a robust weeding and de-accessioning process.

#### *e. Collection Depth*

Conspectus is a useful methodology in the area of collection development.<sup>1</sup> It helps staff remain impartial and neutral in their selections when adding and removing from the collections.

We are committed to maintaining all levels of the library and archive collections at a minimum of Conspectus Level 3 (adequate to support undergraduate and most graduate study). At the level of collection, the following conspectus levels apply:

- Gladstone Foundation Collection and Glynne-Gladstone Manuscript Collection are Level 5, meaning that 'it contains, so far as is reasonably possible, all significant works of recorded knowledge [...] the aim, if not achievement, is exhaustiveness' (at the time of writing the only exception to the level is that all contemporary works are in English);
- Main Collection is Levels 3 and/or 4, determined by classmark review;
- Special collections and archives range from Levels 3-5 at the time of their deposit/acquisition.

#### *f. Retention, Accrual and Duplication; Weeding, De-Accessioning and Disposal*

We are committed to maintaining the collection at a size that can be housed within the main Gladstone's Library building. The library's off-site store is projected to be removed by 2022.

Weeding is regularly carried out in the Main Collection, with selected texts subject to thorough review. Retention is based on quantitative and qualitative analysis of usage figures, with the period of use set at seven years. Duplicate copies may arise if a title held in the main collection is also part of a special collection, but it is not usual to maintain duplicate copies outside of the Gladstone Foundation Collection.

De-accessioned texts are normally offered free to national institutions and other independent libraries, local institutions and universities. Titles not housed through this process will be offered to individuals before being disposed of. Creative disposal methods (used for art projects, or by local schools) are explored before titles are sent to second-hand charitable booksellers or – in the case of titles not accepted through these sellers – sent for recycling or pulping.

Gladstone's Library staff are not permitted to take possession of de-accessioned titles.

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<sup>1</sup> <https://www.ifla.org/publications/guidelines-for-a-collection-development-policy-using-the-conspectus-model>

### *g. Donations and Deposits*

For reasons of space donations cannot be accepted unless they are of specific interest to the Foundation Collection or the GGA.

Unsolicited donations are disposed of using the disposal process described in section f.

### *h. Lending and loaning*

The collection is reference only and no lending takes place. Main Collection titles can be taken to the Library's study bedrooms but no text must leave the building.

The Library will consider loan of certain collection items if the insurance and environmental condition requirements can be met.

### *i. Collaborative Working*

Gladstone's Library is committed to collaborative projects which secure third-party funding to achieve new and innovative interactions with the collection. Particular priority is given to 'Digital Gladstone'; projects which result in increased public digital access to collection items.

**Staff limitations mean that only one or two small projects can run at any one time.**

### *j. Archive Collection Development Policy*

There are twenty-four archive collections at Gladstone's Library. They follow the development path of the library collections. Since 2011 the Warden has worked towards making Gladstone's Library a centre for the study of twentieth-century radical theology.

From 2016 the team are working to improve the access, arrangement, and storage of our existing archives. We are committed to achieving Accredited Archive Status. The archives are closed to deposits due to a change in space and storage standards brought about by the 'Gladstone's Living Heritage' project.

#### **Document Control (remove before making documents public)**

**Created:** 2012

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**Owner:** Gladstone's Library

**Approved by (policy documents only):** Peter Francis

**Last updated:** October 2020

**Updated by:** Louisa Yates

#### **Revision Policy**

Version:	Version Date:	Summary of Changes:
v. 1	November 2012	Created
v. 2		
v. 3		
v. 4	2016	Crime Writers Archive added Archive accrual
v.5	11/09/2017	GB draft ideas (file missing)

v.6/3	21.06.2018	Donation policy added
v. 5	October 2020	Reviewed in line with Covid-19