



THE BIRMINGHAM & MIDLAND INSTITUTE

9 Margaret Street
Birmingham
B3 3BS

Charity No. 522852

LIBRARY COLLECTIONS MANAGEMENT POLICY

Principles

The Library's mission, in keeping with that of the Birmingham & Midland Institute, is to provide accessible, high quality and affordable lifelong education to residents of Birmingham and the Midlands. It is committed to accessibility, being available to all for a small fee, with access to volunteer librarians for support where required.

The Library is intended for both research and lending. It offers:

- a resource for members, for access to books for leisure or academic purposes
- a resource for researchers, particularly in local history and nineteenth century studies, holding texts which cannot be accessed easily elsewhere.

The Library was set up as a lending library and will stay true to that, with the proviso that some works need to be for reference only.

The Library will continue to foster links with local universities and research centres, such as local history societies, the Victorian Society, affiliated societies, and hold collections of books both for and relevant to them. It will also support the cultural operations of the Institute.

The Library's remit, along with that of the Institute, is in the fields of Science, Arts and Literature. It will continue to hold works that other libraries do not have or have disposed of.

Collection strengths

Darts, Owls and Gridirons (the only Gridiron in the world)
Detective fiction
History of science
Nineteenth century studies
Specific fields including Ruskin, Dickens, architecture, poetry
Journals from the nineteenth century
Local history
Recorded music

Unique selling points

Historic Library of Birmingham
Archive on the Birmingham Library,
Birmingham history, presidents etc
Wide collection of 18th and 19th century books
Priestley cataloguing system (which will be retained as part of the online cataloguing process)
Darts, Owls and Gridirons

Disposals policy

It is clear that the Library is short of space, and that in order for more use to be made of our collections, some disposals have taken place, though caution is always exercised since the preservation of our collections is the guiding principle in managing the Library. However, disposal should not be motivated primarily by financial reasons without the agreement of the Council.

The Library volunteers are the best placed to understand borrower patterns and requirements, and will discuss this on a regular basis with the Library Committee. Books will primarily be disposed of through sale in the bookshop. Books to be disposed of which may be more valuable will be discussed with the Library Committee.

Books that may be disposed of by specifically trained library volunteers, to be overseen by the Honorary Librarian, and in consultation with the Library Committee, without further discussion are:

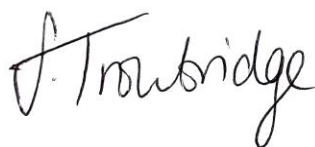
- Books which are clearly outdated and available online, such as twentieth century Who's Who, medical directories, Whittaker's Almanac, etc, which have no currency or historical interest and are not used.
- 'Coffee table' books, which have no informative use, are mainly pictures and do not have a broad appeal to our borrowers. Similarly, general books on gardening, cooking, trains and other hobbies which are not academic nor historical, and do not fit with our collections.
- Fiction; only where there are unused sections of books which are outdated and no longer read. Some fiction, such as the detective novels, are extremely popular and will not be touched.
- Duplicate copies, in which case the disposal decision will be based on edition and condition, ensuring that the best copy remains in the Library.

Acquisitions

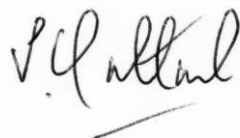
Acquisitions will be made in line with the principles set out above, supporting Science, Arts and Literature. These will, of course, be subject to budget restrictions, and will be revisited when Library budgets have been confirmed. Acquisitions will

- be subject to approval by the Library Committee
- generally follow the previous policy of "the best in the fields of science, arts and literature" but will be specific to gaps in the collections/notable recent books given budget and space limitations. Science will need to be limited to "history of science" given the current collections and the financial commitment and academic expertise needed to build up this area, but it is hoped that with more input from specialists, this subject can be grown.
- be based on recommendations from subject experts and through member requests, which are recorded by the library volunteers

Donations are accepted on the understanding that if they do not meet the needs of the principles above, or are duplicate works, they will be sold in the bookshop to raise money for the Library. They are accepted in line with Policy 23, Gifts to the Institute Acceptance Policy; Policy F04, BMI Hospitality and Gifts Policy; and Policy F05, BMI Large Legacies and Donations Policy. The acceptance of donations also depends upon the amount of available space in the library and bookshop. The acceptance of donations of books is delegated from the Council of Trustees to the Library Committee and Honorary Librarian.



Dr Serena Trowbridge,
Vice President



Stephen Hartland
Honorary Secretary

Reviewed: October 2020

Next Review: October 2021