

# TRINITY LABAN

## Libraries Collection Management Policy

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|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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| <b>Committee(s) responsible for approval</b>                                           | <i>Learning, Teaching and Student Experience Board</i>                                                                                                                                                                     |
| <b>Is this policy required for compliance with external regulation or legislation?</b> | <i>No</i>                                                                                                                                                                                                                  |
| <b>Date Last Approved (Reviewed)</b>                                                   | <i>2 June 2026</i>                                                                                                                                                                                                         |
| <b>Summary of changes introduced at last review</b>                                    | <i>Previously only the Jerwood Library had a Collection Management Policy, so this is the first iteration for the whole library service following the restructuring of the Libraries into a single department in 2022.</i> |
| <b>Deadline for Next Review</b>                                                        | <i>2031</i>                                                                                                                                                                                                                |
| <b>Published on</b>                                                                    | <i>Website</i>                                                                                                                                                                                                             |
| <b>Scope</b>                                                                           | <i>Whole organisation</i>                                                                                                                                                                                                  |
| <b>Mapping to Schedule of Delegation</b>                                               | <i>S1 – Strategy and Policy<br/>A1 – Academic and student related</i>                                                                                                                                                      |

# TRINITY LABAN LIBRARIES

## Collection Management Policy

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# 1 Introduction and relationship to previous version

Trinity Laban's library service comprises the Jerwood Library of the Performing Arts (supporting Music and Musical Theatre programmes) and the Laban Library (supporting Dance programmes). Following the merger of Trinity College of Music and the Laban Centre in 2005 both libraries continued to be separately managed within the reporting and financial structures of what were then individual faculties. Following a review of library services in 2021, from January 2022 the library service was restructured to fall under the strategic and financial management of a single cross-faculty Head of Libraries. From August 2022 the two previously separate cost centres were consolidated into one, and in 2024 Trinity Laban became a single-faculty organisation.

Previously, only the Jerwood Library had a Collection Management Policy. This is therefore the first iteration to cover both libraries. The term "the Library" is used in this document wherever a principle applies to both libraries. Where there are differences, the specific library or art form is referred to. The purpose of this policy is to establish guiding principles and priorities for planning the growth and maintenance of the libraries' collections in a strategic manner. It serves as a tool in communicating both the current nature and scope of the Library's holdings, and also its collecting intentions to staff and students within Trinity Laban, as well as to potential donors and other stakeholders. As a departmental tool it should assist library staff with their decision-making processes in the selection and deselection of materials.

The principal lesson learnt from the Jerwood Library's previous policy was that the level of granularity, in relation to both programmes and holdings, caused parts of it to become almost immediately outdated. In order to avoid obsolescence during the course of its lifespan the main body of this policy is therefore framed at a higher level, focusing on ongoing guiding principles and generally eschewing snapshots of library or academic provision at any point in time.

The Head of Libraries is responsible for formulating the policy, which is approved by the Learning, Teaching and Student Experience Board.

## 2 The Library's mission, aims and objectives

The Library's mission is to provide, preserve and promote access to high quality learning resources, primarily in support of Trinity Laban's teaching, learning, research and performance activities, but also for the wider research community. In tandem with this, to equip library users with the necessary skills to identify, interrogate and critically evaluate resources.

The Libraries Strategy 2024-2029 identifies five strategic aims:

- Increasing knowledge exchange and collaborative working across both faculty libraries
- Developing our digital spaces to maximize discoverability
- Improving our systems and processes to optimize efficiency
- Developing information literacy provision to embrace contemporary pedagogical approaches and new and emerging technologies in both content and methods of delivery
- In partnership with the Faculties, developing our collections with a commitment to decolonization and diversity

In terms of collection development, the principal objectives are, in order of priority:

1. to make available material to support the curricular needs of Library users (including the professional development of teaching staff in order that they are suitably equipped to deliver the curriculum)
2. to make available material that will more broadly support the student journey in a broad range of areas such as mental health, neurodiversity and disability
3. to collect research material, building on the existing strengths of the Library's archives and special collections
4. to make available material which will stimulate the users' intellectual interests which may not necessarily be directly related to the curriculum.

The Library collects as comprehensively as possible within the parameters stated above, but should limited resources (be they financial, human or physical) preclude the acquisition of items falling within the scope of the policy, selection will be governed by this order of priority.

Whilst the Library will endeavour to acquire all material required to serve Trinity Laban's core curricula, no library can satisfy every need of every user. Users will be directed to other libraries and resources where appropriate.

## 3 Values and overarching principles

### 3.1 Academic freedom and freedom of speech

The Library supports Trinity Laban's commitment to academic freedom and freedom of speech, in line with the expectations of the Office for Students.

The Library's collections are developed to reflect the diversity, complexity, and contested nature of academic knowledge. As such, materials may be acquired that represent a broad spectrum of viewpoints, including those that may be controversial, challenging, or not aligned with Trinity Laban's institutional values.

The inclusion of such materials does not constitute endorsement, but reflects the Library's role in supporting critical inquiry, intellectual rigour, and open debate.

In managing its collections, the Library will balance its commitment to freedom of expression with its legal and regulatory obligations, including those relating to equality, diversity, and inclusion. It aims to expand the breadth and diversity of perspectives available, while supporting an inclusive environment in which all users are able to engage critically, thoughtfully, and with mutual respect.

### 3.2 Materials and their descriptions

Trinity Laban acknowledges that its library collections and catalogues may include terminology, descriptions, or imagery that may be considered inappropriate, outdated, or offensive.

This may arise for a number of reasons, including:

- the historical nature of certain materials, which reflect the language, attitudes, and norms of the period in which they were created;
- the evolving and contextual use of terminology, including terms that have been reclaimed by particular communities;

- the use of established international cataloguing standards, including Library of Congress Subject Headings, which are subject to formal and often lengthy review processes and may not always reflect current preferred terminology.

The use of terminology conforming to international cataloguing standards does not reflect the attitudes or values of the Conservatoire. Similarly, the presence of materials within the Library's collections does not imply endorsement of the views, language, or representations they contain. Rather, the inclusion of such materials reflects the Library's responsibility to preserve the scholarly record, support academic freedom, and enable critical engagement with a wide range of perspectives

### 3.3 Inclusive collections and decolonisation

The Library recognises that its collections have been shaped by historical and structural inequalities in knowledge production and dissemination.

The Library is committed to the ongoing development of collections that are more inclusive, representative, and reflective of a diversity of perspectives. This includes:

- broadening representation across authorship, geography, and cultural context;
- increasing the visibility and availability of historically underrepresented and marginalised voices;
- working in partnership with staff and students to identify and address gaps in the collection.

Decolonisation is understood as an ongoing and reflective process. The Library shall regularly review its collection development practices to support inclusive curricula, research, and critical engagement with a plurality of knowledge systems.

## 4 Users and disciplinary areas

The primary users of the libraries are Trinity Laban's students and staff. The conservatoire offers undergraduate, postgraduate and research degree programmes in the following broad areas:

- Music performance (classical, jazz, composition, popular music)
- Musical theatre
- Music education
- Dance performance
- Creative practice
- Choreography
- Dance education
- Dance science

In addition to its higher education provision, Trinity Laban trains children and young people. Those enrolled on the Junior Trinity main programme have access to the Jerwood Library. The nature of the Centre for Advanced Training (CAT) provision is such that it doesn't require access to library resources.

## 5 Developing provision

### 5.1 Funding

The Library operates under a single cost centre. “Business as usual” operations are accounted for via an annual revenue budget, with the department having to achieve a bottom line figure offsetting income against expenditure. The following are the principal income and expenditure lines:

#### Income

- Fines and charges
- Printing/photocopying/reprographics income
- Sales of withdrawn stock/unwanted donations
- Sale of stationery and other consumables
- Provision of binding and laminating services
- Interlibrary loans (outgoing)
- Royalties from third-party publication of manuscripts

#### Expenditure

- Books
- Ebooks
- Journals
- Printed music
- CDs and DVDs
- Interlibrary loans (incoming)
- Online databases
- Institutional subscriptions (library-related)
- Binding
- Stationery (including preservation)
- Copyright licences
- Equipment maintenance
- Conferences and courses
- Staff salaries
- Staff accommodation for conferences and courses
- Staff travel for professional activities

Funds are then allocated between the account codes, taking into account factors such as fixed costs (e.g. copyright licences) and any factors that might affect variable costs e.g. the impact of launching new or revalidated programmes.

Costs for the library management and discovery systems come under the IT department's costs centre, whilst maintenance of the security systems and disaster management premiums come under Estates and Facilities.

Any requests for library-related capital expenditure are submitted to the Learning Resources and Capital Planning Group for consideration.

### 5.2 Purchasing policy

The Library regularly reviews its sources of supply so as to maintain continued high quality of service provision and value for money. Factors considered in selecting suppliers include:

- cost
- timeliness of provision
- participation in framework agreements
- ethical standards
- processing requirements
- licence terms
- accessibility standards

Outstanding orders are inspected periodically and reminders sent to suppliers as required. In licensing electronic resources, advantage is taken of consortial negotiations undertaken by JISC.

### 5.3 Selection responsibility

The Head of Libraries selects books, journals and databases for both libraries. The selection of printed music and physical AV materials is delegated to other team members, with the Head of Libraries, as the budget holder, authorizing all requisitions. Each selector is responsible for planning and monitoring the expenditure in their assigned area.

### 5.4 Selection and recommendation mechanisms

The methods and tools used for selection of resources include:

- programme documentation including reading and repertoire lists
- requests from teaching staff
- requests from students
- reviews
- bibliographies
- bibliographic databases
- publishers' catalogues
- electronic alerting services
- subject list-servs
- library suppliers' promotional material
- other libraries' online catalogues

### 5.5 Reading list policy

#### 5.5.1 General

In the spring of each year the Library liaises with Programme Leaders to identify all of the modules that will be running the following academic year and who will be leading each of them. The Library then sends the Module Leader the existing reading list (taking it from the validation document in the case of new or revalidated programmes) and asks for these to be reviewed by a deadline in June.

All lists should be divided into essential and background reading.

Owing to budgetary restraints the Library is unable to purchase print versions of ebooks already held, or purchase new titles in both electronic and print format. However, should a title already held by the Library in print subsequently be purchased as an ebook (e.g. because it has been added to a distance-learning programme reading list) the print copy is retained until such a point as it meets the criteria to be weeded (see 6.4.2).

It is preferable for articles on reading lists to come from journals Trinity Laban subscribes to or otherwise be available via an open access route. Articles not meeting this criterion should only be added to reading lists if they are essential reading, in which case copyright-free paid articles will be procured (see 5.8.11.2).

### 5.5.2 Onsite programmes

For essential reading the Library will purchase the cheaper of an ebook (with an unlimited user licence or credit model sufficient to meet demand) or the number of print copies required to bring the total holdings up to three.

Where a title is only available electronically on a single- or three-concurrent user model (or where these are the only financially viable licence options) it will only be purchased when the lecturer wishes to use one or more extracts of the text as set reading but:

- the desired amount exceeds the limit permitted by the Copyright Licensing Agency (CLA) licence; OR
- the title isn't covered by the CLA licence and they wish to use a larger proportion than is covered by s.36 of the Copyright, Designs and Patents Act 1988

AND

- the limited user model is priced cheaply enough that it is viable to purchase multiple licences to meet the demand of the cohort.

Where the Library doesn't hold an essential reading as an ebook, one print copy will be kept for reference use within the Library, placed on the essential reading shelf (Laban) or within the short-loan collection for three hours' use (Jerwood).

The Library will ensure to hold, as a minimum, a single circulating copy of all titles designated as background reading.

### 5.5.3 Distance-learning programmes

Regardless of the categorization, all books on reading lists will be purchased as ebooks where available. Preference is given to ebooks with an unlimited user licence or credit model sufficient to meet demand. However, where titles are only available on a single- or three-concurrent user model (or where these are the only financially viable licence options) they will still be purchased in the case of distance-learning programmes. Where no ebook is available (at all, or at a viable cost) three print copies will be purchased for essential reading and one copy for background reading. Module Leaders on distance-learning programmes are encouraged to consider the balance of electronic to physical content in their reading lists and make use of the provisions of the CLA licence to share any key chapters from books not held electronically.

## 5.6 Repertoire purchasing – curricular or performance programme (music programmes only)

### 5.6.1 Set works within module specifications

Repertoire lists are most likely to appear within Principal Study and Conducting modules. Where students choose not to purchase their own copies of set works it is expected that they will take advantage of the provisions of the HE Printed Music Licence. Therefore unless

usage levels trigger additional purchases (see 5.7) purchase of set works is usually limited to two copies, one of which may be made a reference copy from which to copy from in the run-up to assessments.

### 5.6.2 Performance assessments: own-choice works

It is often the case that students will purchase their own copies of a work they have chosen to perform for an assessment. However, in order to fulfil both the assessment regulations regarding providing examiner copies and the requirements of the Higher Education Printed Music Licence, Trinity Laban must own a copy of any in-copyright work that is being copied under the licence. The Library will therefore endeavour to hold at least one copy of all works to be performed in assessments, for which 8 weeks' notice should be provided.

### 5.6.3 Orchestral excerpts

All new issues from the Orchestral Musician's CD-ROM library are acquired, along with instrument specific extract books, within the confines of those that can be permissibly purchased by UK libraries for reasons of copyright.

Not all extracts specified as set works for Trinity Laban assessments are available in extract books, and the Library will endeavour to hold two miniature scores of the complete work from which the extract is taken. In these instances, departments are encouraged to utilize either the exceptions in the UK Copyright, Designs and Patents Act 1988 or the provisions of Higher education Printed Music Licence to produce their own in-house extract books for students.

### 5.6.4 Trinity Laban performance programme

Where available for purchase, the Library will hold two scores (vocal or miniature as appropriate) of all works featuring in the annual performance programme, for which 8 weeks' notice should be provided. One score will be kept in the short-loan collection in the run-up to the event.

### 5.6.5 Trinity Laban vocal ensemble performances

The music for vocal ensemble performances is purchased by the Performance Department. This will either be a performing set, or a single copy from which photocopies are made under the terms of the Higher Education Printed Music Licence. After the performance any originals are then deposited in the Library.

### 5.6.6 Competitions and auditions

Where set works are specified for internal competitions or auditions, the Library will acquire two copies of each work. 8 weeks' notice should be provided, and one copy will be kept in the short-loan collection in the run-up to the event.

## 5.7 Monitoring demand

Circulation and reservation statistics are monitored on an ongoing basis. Weekly system reports are used to identify any title which has two or more reservations on it, which will trigger an additional copy to be purchased.

At the end of the academic year further reports are run to identify items which have been loaned 8 or more times and received 4 or more reservations within the previous 12 months.

Alerts are set up on all ebook platforms to email real-time turnaway reports and identify titles with low credits remaining. This facilitates the purchase of upgrades in order to meet demand.

## 5.8 Selection criteria

### 5.8.1 General

Selections are made within the overall parameters set out in sections 2 and 3 of this policy. At a more specific level, criteria for selecting individual items for purchase may include:

- suitability of format for library use and users
- suitability of the format to the content of the item
- suitability of subject and style for intended audience
- accuracy and reliability of information
- currency of information
- reputation of the author
- reputation of the publisher
- relationship to existing collection, alternative formats and other material on the subject
- relevance of material to special collections
- local interest
- physical quality of material
- budgetary constraints
- space constraints
- known or anticipated demand from users
- number, status and condition of any existing copies in the collection
- availability elsewhere within Trinity Laban or nearby libraries
- lasting value of the content
- cost relative to usefulness and demand
- frequency of requests for interlibrary loan
- comparisons with the holdings of competitor institutions

### 5.8.2 Books and ebooks

Acquired:

- monographs
- collections of essays
- conference proceedings
- dissertations/theses
- bibliographies
- dictionaries
- encyclopaedias
- directories and yearbooks
- thematic catalogues (Jerwood only)
- libretti and scripts (Jerwood only)
- books comprising dance notation (Laban only)

Not acquired:

- dissertations freely available online via EThOS or higher education institution repositories
- e-textbooks (priced per user per year)

Books purchased for general stock enhancement (i.e. not on reading lists or resulting from an individual's purchase request) will most often be newly published works, though there may be proactive acquisition of retrospective materials if lacunae are identified.

Reputable publishers with a history of producing academic publications are likely to form the core source of acquisition, however – as set out in section 3.3 of this policy – care should be taken to ensure that purchases are representative of global knowledge and represent a variety of voices.

English is the preferred language for books. However, material in other European languages may be acquired where core reference works are unavailable in English translation or where works by acknowledged experts address areas not adequately covered in English.

For budgetary reasons paperbacks are generally preferred, but a hardback will be purchased in the case of a newly published work which there is a strong imperative to acquire before the paperback version is released.

Except where financially unviable, ebooks (where available) are purchased:

- as specified in the reading list policy (see 5.5)
- for titles that would be of interest to both dance and music/musical theatre students, where it is more cost-effective to purchase an ebook than acquire print copies for both libraries

Where ebooks are available digital rights management-free this will be the preferred choice.

Where a credit model and unlimited access model are available at the same price, the latter will be selected. Where the unlimited licence is more costly than the credit model a judgement will be made based on likely levels of usage.

Where the entirety of a book is available open access it won't be purchased, but the open-access book will be catalogued to enhance discoverability.

Where a new edition of a title is purchased, this will generally replace the older edition, with the following exceptions:

- Where a reading from the old edition is an active reading in the CLA's Digital Content Store and that content doesn't appear in the new edition
- Where the older edition is covered by the CLA licence, but the newer edition isn't
- Where key sections don't appear in the new edition (most often the case in collections of essays)
- Where the Library holds the earlier edition as an ebook but the newer edition is only available in print or as an ebook with a more restrictive licence than the older one. In this instance the older electronic edition should be hidden in the catalogues unless it is on a distance-learning programme reading list
- Where an older edition could be considered a primary source of historiographical merit

#### 5.8.2.1 *Dissertations and theses*

Dissertations from US universities that appear on reading lists or are requested by individuals will generally be purchased via the UMI dissertation service.

Where individuals request dissertations (that aren't available via open access routes) from any other countries the Library will investigate with the university to which the dissertation was submitted whether a document supply or interlibrary loan option is available.

A physical copy of all Trinity Laban PhD/MPhil theses is deposited in whichever of the two libraries the subject area most closely aligns with, for retention in perpetuity.

High-scoring projects submitted in fulfilment of Trinity Laban Masters-level programmes in dance are stored digitally on Trinity Laban's research repository and linked to via records on Laban Library Search.

#### 5.8.2.2 *Reference materials*

Where funds allow, all new major reference works in Trinity Laban's three main subject disciplines will be purchased. Where there are gaps in the collection for more historic material (e.g. thematic catalogues) a desiderata list has been compiled and items are added as they become available on the second-hand market or via donations. Hardback is the preferred format for heavy use or long-term reference materials.

#### 5.8.2.3 *Directories and yearbooks*

Many directories and yearbooks have ceased publication in recent years, but the Library holds a small selection, only retaining the most recent edition. Where a title ceases publication, the final edition will only be kept for as long as it is deemed to be fairly comprehensive and the majority of the entries are likely to remain accurate.

#### 5.8.2.4 *Libretti and scripts*

Where requested, single copies of opera libretti and musical theatre scripts may be purchased to complement scores of dramatico-musical works.

### 5.8.3 Journals and electronic journals

It is undesirable to have a proliferation of short runs of titles, so subscribing to a new journal should be considered a long-term commitment. With journal prices generally rising faster than inflation, the recurring costs can make a significant impact on a limited budget. There are therefore relatively few instances in which it is possible to take out a new subscription. These include:

- The introduction of a new programme, which as part of its validation agreement comes with additional recurring funding for library resource provision which would cover the cost of the subscription
- Where the title isn't covered by the CLA licence and more than 5% of any issue will form set readings each year across the whole of Trinity Laban consistently from year to year
- Where the quantity of required articles for any module exceeds what we can legally provide under the CLA licence and this is likely to be the case consistently from year to year
- Where the cost of the subscription is less than the cost of obtaining the necessary copyright-free paid articles required each year

- Where the requesting lecturer is happy for a subscription of equivalent value in the same subject area to be cancelled (and this doesn't have wider ramifications for other modules/programmes)

Electronic journals are purchased in preference to print versions, except where the cost is prohibitive. As publishers' post-cancellation policies vary, clarity about post-cancellation access will be obtained before any new subscription is taken out.

Read and publish (transformational) agreements are investigated and brought to the Research Board for consideration. Such agreements will be signed up to if they are both financially viable and felt to bring sufficient value to Trinity Laban's research community. Entering into such an agreement is likely to require the cost to be shared between the Library and Research budgets.

Open-access journals that are pertinent to the disciplines taught at Trinity Laban which don't form part of automatically indexed collections (such as the Directory of Open Access Journals) are manually incorporated into the Library's discovery tools (see 7.1)

The journals collection is reviewed as part of the annual budgeting exercise. Usage data for electronic journals is examined in making any cancellation decisions.

#### 5.8.4 Online databases

The term "online database" in this context is being used in its widest sense, comprising any online resource providing either an index, or full access, to content (text, notation, audio or video).

Owing to the cost of such resources, new acquisitions are likely to only be possible with the introduction of a new programme which as part of its validation agreement comes with additional funding, either recurrent (for a pure subscription model) or as an initial lump sum to enable a one-off perpetual purchase, if annual update costs are also part of the validation agreement, or are otherwise modest.

Resources should preferably be compatible with OpenAthens authentication, or failing that, IP authentication via a proxy server. Resources requiring bespoke passwords incompatible with single sign-on are undesirable, and in line with IT policy, shared passwords are not permitted.

Before committing to a new resource free trial access will be sought where possible, and feedback sought from library users. However, to qualify for a trial it must be clear that the resource is financially sustainable.

#### 5.8.5 Microform publications

The Jerwood Library doesn't hold any microform publications, whilst the Laban Library holds 124 microfiche publications, primarily comprised of American PhD dissertations from the 1980s. The proliferation of digitization projects in the twenty-first century means it is increasingly unlikely that a source would only be available to purchase in microform, however these will be considered for research materials that are unavailable in any other format. A microform reader/printer is accessible within the Laban Library.

#### 5.8.6 Audio materials (main collection)

The following table sets out the types of media the Library does and doesn't acquire.

| Media | Jerwood Library | Laban Library |
|-------|-----------------|---------------|
|-------|-----------------|---------------|

|                |                                    |                                    |
|----------------|------------------------------------|------------------------------------|
| CDs            | Y                                  | Y (exceptionally)                  |
| LPs            | Y (jazz only, by donation)         | N                                  |
| 78 RPMs        | Y (special collections only)       | N                                  |
| Cassettes      | N                                  | N                                  |
| Streamed media | Y (available across Trinity Laban) | Y (available across Trinity Laban) |

Trinity Laban's subscriptions provide access to the following discipline-specific collections of streamed music:

- Naxos Music Library
- Naxos Music Library Jazz
- Classical Music Library
- Jazz Music Library
- Popular Music Library
- American Music
- Smithsonian Global Sound
- Contemporary World Music

Streamed services are subscribed to as an efficient way of providing maximal access to a wide range of recordings. Combined with the ubiquity of streamed audio available across a number of freely accessible platforms, this has resulted in a significant decrease in demand for physical audio products and a corresponding reduction in budget.

#### 5.8.6.1 *Jerwood Library*

The Library doesn't hold duplicate copies of individual recordings, though different recordings of the same work will be acquired where the significance of the work within the repertoire warrants it, or if specifically requested for comparative purposes.

In the case of pre-19<sup>th</sup> century music it is desirable to hold performances on both modern and period instruments.

In the case of jazz, artists rather than works are the primary consideration, with contemporary jazz being the highest priority for development.

Priority is given to acquiring works that support the taught curriculum and the performance programme and are not available via streaming services.

For reasons of budget and availability it is not possible to obtain a recording of every work represented within the printed music collection, but where appropriate, recordings of works not available via streaming services and not yet represented in the physical audio collection may be purchased in order to complement new acquisitions of scores.

The Library seeks to hold the complete discography of works by staff teaching in the composition department, along with recordings on which other teaching staff feature as performers. Current staff are encouraged to deposit with the Library a single copy of their recordings.

The classical LP collection is being retained whilst space allows, but is no longer being added to. Jazz LPs are not purchased, but may still be accepted within donations on account of the significant number of recordings that haven't been released on CD.

#### 5.8.6.2 *Laban Library*

The Library doesn't hold more than one copy of any musical work unless this arises from the existence of the work on compilation CDs.

CDs are only purchased if requested for classroom or performance use.

#### 5.8.7 Audiovisual materials (main collection)

The following table sets out the types of media the Library does and doesn't acquire.

| Media          | Jerwood Library                    | Laban Library                      |
|----------------|------------------------------------|------------------------------------|
| DVDs           | Y                                  | Y                                  |
| VHS            | Y (exceptionally)                  | Y (exceptionally)                  |
| Streamed media | Y (available across Trinity Laban) | Y (available across Trinity Laban) |

Trinity Laban's Music and Dance Online subscription provides access to the following discipline-specific video collections:

- Classical Music in Video
- Classical Performance in Video
- Opera in Video
- Rock and Pop Music in Video
- Dance in Video

The libraries supplement these with physical recordings. DVD is the preferred format, though exceptionally VHS will be considered where the work is not available on DVD.

Legacy VHS tapes are replaced with DVDs where these are available.

The library doesn't hold duplicate copies of video, though different productions of the same work will be acquired where the significance of the work within the repertoire warrants it, or if specifically requested for comparative purposes.

##### 5.8.7.1 *Jerwood Library*

Video content is acquired in the following broad areas:

- Acting training
- Ballet
- Documentaries
- Feature film
- Instrumental/vocal training
- Masterclasses
- Musicals
- Music performance
- Opera

Priority is given to collecting dramatico-musical works, where the visual content is important for a full appreciation of the artistic work.

Video recordings of vocal works in a language other than English are acquired with English subtitles wherever possible.

The Library seeks to hold videos of works featuring, or composed by, Trinity Laban staff, who are encouraged to deposit them with the Library.

#### 5.8.7.2 *Laban Library*

Video content is acquired in the following broad areas:

- Dance training
- Dance performance (all genres)
- Documentaries
- Fitness and exercise
- Screendance

The Library seeks to hold videos of work featuring, or choreographed by, Trinity Laban staff, who are encouraged to deposit them with the Library.

#### 5.8.8 Off-air broadcasts

Recordings are made from television and radio broadcasts under the terms of either Trinity Laban's Educational Recording Agency Licence or s.35 of the UK Copyright Designs and Patents Act 1988. All such recordings are hosted on eStream. The following are prioritized for capture:

- Broadcasts requested by teaching staff
- Broadcasts featuring works or concerned with topics studied within the curriculum
- Broadcasts featuring works forming part of Trinity Laban's performance programme
- Broadcasts featuring Trinity Laban staff or students
- Broadcasts of performance premieres
- Broadcasts featuring works not represented in the Library's existing audio or audiovisual collections
- Broadcasts that relate to content held within the Library's special collections and archives

#### 5.8.9 Printed music (Jerwood Library only)

Acquired:

- Full scores
- Miniature scores
- Vocal scores
- Real books
- Lead sheets
- Sheet music, including performing parts, for forces consisting of 1-10 players, one to a part.

Not acquired:

- Orchestral sets, big band sets, music for instrumental ensembles of more than 10 parts and/or with more than one player to a part
- Performing sets of vocal scores (see exception in 5.6.5)

- Hire materials of any kind<sup>1</sup>
- Photocopies (with the exception of authorized photocopies provided by publishers)

#### 5.8.9.1 *Miniature v full scores*

Miniature/study scores will be acquired for study purposes in preference to a full score, unless the score has been requested specifically for performance purposes or only exists in full score format.

#### 5.8.9.2 *Choice of edition*

The Library will, whenever possible, select modern Urtext editions that represent careful scholarly editing techniques, produced by reputable publishers, who routinely include statements of sources and editorial commentary. Material from new publishers is appraised upon receipt. For core repertoire, where possible, at least two different editions are acquired. Performance editions prepared by a major performer will be selected if the edition serves to document the performance practice of the period in which the piece was composed or is historically significant in some other respect.

#### 5.8.9.3 *Notation*

Engraved or digitally-produced scores are preferred over manuscript copies (unless the manuscript is a facsimile edition of historical importance).

#### 5.8.9.4 *Facsimile editions*

The library currently holds a small collection of reference facsimile editions. Owing to their high cost, this is only occasionally added to in the case of newly released facsimile editions of significant repertoire. The Library will normally already hold, or subsequently purchase, at least one modern printed edition of any work acquired in facsimile where this is available.

#### 5.8.9.5 *Collected editions*

Owing to budgetary constraints the Library no longer has active subscriptions to any collected editions. One-off volumes may occasionally be purchased where the Library seeks to hold a work which happens to have only been published within a collected edition. In this instance the volume will be shelved within the main music sequence unless it fills a gap in one of the Library's existing runs of collected editions. Any occasional volumes received through donation will be treated similarly.

#### 5.8.9.6 *Vocal works*

Where vocal works are scored for voice(s) and instruments, priority is given to acquiring the work in the form of a vocal score with piano reduction, though it is desirable for this to be complemented by a miniature/full score if funds permit.

In the case of individual songs or collections published in different keys, copies are acquired to suit the needs of all vocal ranges.

Preference is given to selecting editions of the complete work over editions of selected arias or songs from a work.

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<sup>1</sup> The library does not deal with hire materials. Those required for performances forming part of the official Trinity Laban performance programme, or as part of Colab, are hired and paid for by the Performance Department. If a student wishes to perform hire-only music for an assessment, they may contact the Performance Department to ask whether support can be provided. However, the student may be responsible for any associated costs.

Vocal music will always be held in the original language, although parallel English translations are desirable. English-only versions will generally only be purchased on request.

#### *5.8.9.7 Reductions*

Concertos and other works for an instrument and accompanying ensemble will be acquired in reductions for solo instrument and keyboard.

In the case of piano concertos, two copies are acquired as a matter of course, to provide the option of two-piano performance.

#### *5.8.9.8 Arrangements*

Preference will be given to works in their original instrumentation over arrangements.

Unless fulfilling a staff/student request, arrangements will normally only be acquired if they fall into one of the following categories:

- Arrangements, transcriptions etc. by major composers, whether of their own works or others
- Transcriptions that are commonly performed
- Arrangements of large ensemble works for chamber forces
- Four-hand piano arrangements of frequently studied orchestral works

#### *5.8.9.9 Chamber music*

Preference will be given to editions including scores and parts over editions of parts only.

#### *5.8.9.10 Contemporary music*

To support composition students and an increasingly contemporary curriculum, as many twenty-first century works as possible are acquired.

#### *5.8.9.11 Jazz*

Legally published real books are collected in a variety of keys, along with play-along albums and transcriptions of prominent jazz performers. Sets of parts for small jazz ensembles and standard combos are purchased within the overall parameters set out under 5.8.9.

#### *5.8.9.12 Musical theatre*

Scores are acquired, where available for sale, of all shows currently running in the West End and on Broadway. Complete vocal scores are preferred, but where these are unavailable vocal selections will be purchased.

Anthologies most commonly reproduce songs already published in one of the aforementioned categories, but newly published anthologies will be appraised for the possibility of filling gaps through the inclusion of works not represented in the Library's collection.

#### *5.8.9.13 Pedagogical and graded examination materials*

A selection of beginner repertoire and instructional books is acquired for each voice/instrument as applicable.

Reflecting Trinity Laban's specialism in music pedagogy across a variety of programmes, examination pieces for graded exams and diplomas (both the Associated Board of the Royal Schools of Music and Trinity College London) are comprehensively acquired.

#### *5.8.9.14 Trinity Laban staff compositions*

The Library seeks to hold all published works composed/arranged by Trinity Laban staff. Current staff are encouraged to deposit a single copy with the Library.

#### *5.8.9.15 Works held in the Classical Scores Library*

The Library's subscription to Music and Dance Online includes a subscription to the Classical Scores Library. Whilst this includes a wide range of titles, they are not licensed for public performance. Therefore, the Library will still purchase printed copies of works held within the Classical Scores Library where they are requested for the purpose of a public performance.

#### *5.8.9.16 Digital downloads*

It has become increasingly common, particularly among self-publishing composers, for sheet music to be made available as digital downloads. Because of the associated administrative and processing requirements pertaining to downloads, where a work is available in either print or digital format, print is generally preferred. Exceptions to this are:

- where the digital version is significantly cheaper than the print
- where purchasing in print would incur significant postage costs
- where a work is required urgently and the print copy would not arrive in time

When purchasing a digital score, the vendor is contacted in advance to obtain permission to print and add the score to library stock, and to ensure that any licensing statement appearing on the score pertains to the institution rather than to an individual.

#### *5.8.9.17 Performance restrictions*

It is generally undesirable to acquire works that are purchased with restrictions in terms of public performances, and the Library will not purchase such works for the purpose of general stock enhancement. In the event that the Library purchases such a work at the request of a library user, a clear note will be added to the physical item and its associated catalogue record, advising the terms under which it may be used (e.g. study, rehearsal, non-public performance etc.) and any borrower wishing to utilize it for any other purpose will need to obtain the necessary permission from the rightsholder to do so. The Library does not purchase licences to permit the public performance of works.

### **5.8.10 Special Collections**

A special collection will usually be defined as such by virtue of being a research collection with a unifying factor, e.g. material relating to a specific person, or based round a particular subject. It will generally include rare or unique material.

The Library holds no budget for the acquisition of special collections, which are developed through donations.

#### *5.8.10.1 Jerwood Library*

Types of material acquired:

- early printed music
- scores with performance markings of significant research value
- music manuscripts
- correspondence
- photographs

- recordings (**excluding** minidisks, cassettes, reel-to-reel tapes, acetates and cylinders)
- ephemera (with caveats – see “not acquired”)
- documents filling gaps in the Trinity College of Music Archive (up to merger)

Not acquired:

- collections comprising entirely of ephemera which doesn't have a strong institutional connection and research value
- miscellaneous concert programmes, except where these have institutional significance e.g. can be added to the Trinity College of Music or Blackheath Halls archives
- physical artefacts
- collections with conservation requirements not able to be met by Trinity Laban

Priority is given to the acquisition of music manuscripts, particularly where these build on or enhance the research value of existing collections. Where a significant number of manuscripts by the same composer are received they become a designated special collection, whilst single or small quantities are added to the miscellaneous manuscript sequence.

Other strength areas which the Library would prioritize for further development include:

- film music collections
- collections relating to the guitar
- collections relating to the viola
- popular song collections of the 20<sup>th</sup> century
- collections relating to the interface between music and dance

Collections relating to significant Trinity Laban alumni or former teaching staff are more likely to be accepted than those with no institutional connection.

Only collections that complement existing holdings or support the existing and/or future teaching and research needs within the disciplines of music and musical theatre will be considered.

#### *5.8.10.2 Laban Library*

A legacy situation exists whereby the Laban Library's special collections have been collectively designated “The Laban Archive”, although this doesn't accurately represent the nature of the holdings.

Severe space limitations mean that it is generally unviable to add to the current holdings, with the exception of small miscellaneous additions that can be interfiled into existing collections without need for additional boxes.

#### **5.8.11 Interlibrary loan / document supply (incoming)**

In instances when a library user requests an item that is not possible, desirable or economical to purchase for addition to stock, and the user cannot or does not wish to access it at another library, the Library may obtain it via interlibrary loan or document supply routes. A small charge (increased annually, proportionally in line with the increase in the British Library price) is passed on to the requestor.

#### 5.8.11.1 Physical loans

Physical items are mostly borrowed from either the British Library's Document Supply Centre or other UK higher education/public libraries, and occasionally overseas libraries.

The interlibrary loan option would normally be chosen in the following circumstances:

- Where an item has been requested for a library user's individual research and is of too specialized a nature to be of wider benefit
- Where an item has been requested for a library user's individual research and is not available for purchase
- Where an item is only required for a very limited period of time and it would not be cost-efficient to purchase it
- Where the cost of purchase is prohibitive

#### 5.8.11.2 Digital document supply

Where an individual requests, for their own private study, a journal article which Trinity Laban doesn't subscribe to (and isn't available via legitimate open-access platforms) this will normally be obtained digitally via the British Library On Demand service, on completion of a copyright declaration form as required by the UK Copyright Designs and Patents Act 1988.

Articles appearing on module reading lists, or that otherwise require sharing with multiple users (e.g. for reading or research groups), are obtained as copyright fee paid articles through the EHESS service or other commercial channels and made available on the CLA's Digital Content Store, linked to via Moodle.

### 5.9 Donations

The library welcomes donations of suitable materials – either in the form of single items or collections – that fall within the collecting parameters set out in this policy. However, it is a condition of any donation that the Library reserves the right to dispose of any material it chooses not to add to stock.

In the event that significant backlogs have built up it may on occasion be necessary to impose a moratorium on donations.

#### 5.9.1 Conditions of acceptance

The Library does not accept collections on deposit. All donations must involve a full transfer of ownership to Trinity Laban.

Where the Library anticipates that it would wish to add a significant proportion of a large donation to stock, acceptance of the donation may be contingent on its being accompanied by financial support to enable the cataloguing of the collection.

Gifts can only be accepted where they come without restrictions on subsequent location, timescale for cataloguing, processing or disposal. The cataloguing and processing of donated material is usually given a lower priority than that accorded to purchased stock.

Collections will normally be accepted on the basis that the individual items will be integrated into the Library stock and dispersed according to the Library's classification scheme. Donations can be marked with a bookplate and annotated with the donor's name on the catalogue, enabling the collection to be searched virtually. Only in exceptional circumstances, where the integrity of the items as a collection is paramount, will a donation be designated "special collection" status, and housed separately.

Donated material will normally be subject to the same de-selection criteria as any other library materials, and the Library reserves the right to dispose of material, either at the time of receipt or subsequently.

### 5.9.2 Acceptance criteria

The Library will generally use the same criteria in considering whether to accept donations as when making purchasing decisions, but additionally:

- Items that duplicate existing holdings will normally only be added to the collection where there is a perceived demand for extra copies, or the donated copy is in better condition and will thus replace the copy already held in stock.
- Single issues of journals are not accepted unless they fill gaps in the Library's existing holdings of that journal.
- Runs of journals are only accepted where
  - they extend the Library's existing holdings of that title OR they are an entire run not held by the Library (or available on digital open access)
  - there is perceived demand for the title
  - there is sufficient space to house it.
- Donations consisting of material in poor condition will generally not be accepted unless they are of exceptional rarity and value and are accompanied by funds to provide active conservation.
- Owing to limited temporary storage capacity, large collection offers from which only a small proportion of items are likely to be retained will not normally be accepted in full; in such cases, individual titles will be selected.

### 5.9.3 The donations procedure

Potential donors should contact the Library in the first instance, providing information on the scope, extent and condition of the gift they wish to make. Offers of small donations of what would be considered standard working material can be accepted by any member of the Library team. Offers of a significant quantity of material or any that might be a candidate for a special collection require consultation with the Head of Libraries before acceptance. In some instances, staff may wish to inspect the donation, or will require a listing, before deciding whether to accept all or part of it.

Where items are accepted to be added to the Library's special collections, the Library will prepare a transfer agreement form to be signed by both parties prior to the physical transfer.

The donor is responsible for arranging (and financing, if applicable) transportation of the donation to Trinity Laban.

Enquiries relating to the bequeathing of collections will be considered on the same terms as donations. Potential legators should contact the Library before making any provisions in their will. If the bequest is provisionally accepted, a clause should be inserted stating that – should the collection no longer fall within the parameters of the Library's collection management policy at the point of handover – the Library will not be obliged to receive it.

## 6 Protecting service provision

### 6.1 Overdue policy

Service provision is reliant on the timely return of stock in order to maximise the availability of resources to all library users. To that end, a Trinity Laban wide overdue policy exists to deter overdue loans.

### 6.2 Interlibrary loan / document supply (outgoing)

Collection items will be loaned out to other libraries on request only where there is unlikely to be internal demand for the item during the period of the loan and there would be means of replacing the item if it were to get lost in transit.

### 6.3 Shelving and access

The library's core collections are arranged primarily on the principle of self-access by library users, using a variety of schemes as detailed below.

| Library | Material                       | Classification                              |
|---------|--------------------------------|---------------------------------------------|
| Jerwood | Printed music                  | McColvin & Reeve                            |
| Jerwood | Books about music              | McColvin & Reeve                            |
| Jerwood | General books                  | Dewey                                       |
| Jerwood | CDs, DVDs, videos and jazz LPs | In-house genre/instrument categorisation    |
| Jerwood | Classical LPs                  | No classification – running number          |
| Jerwood | Journals                       | No classification – arranged alphabetically |
| Laban   | Books about dance              | In-house Laban classification               |
| Laban   | General books                  | Dewey                                       |
| Laban   | CDs                            | No classification – running number          |
| Laban   | VHS, DVDs                      | In-house classification                     |
| Laban   | Journals                       | No classification – arranged alphabetically |

Single copies of items designated essential reading on reading lists are separately shelved for reference use within the libraries only. In the Laban Library these are on the open shelf, whereas in the Jerwood Library these are kept behind the issue desk and issued for a three-hour period.

All special collections and archives are held in closed access stores. Items are retrieved by library staff and may only be consulted at a designated reader space in each library adjacent to the enquiry desk. A record of use is kept for all items consulted.

Where the Library holds miscellaneous items that don't form part of a larger special collection, but there may be reasons it wouldn't be desirable for them to be made available on the open shelf, they may be attributed to the reserved stock (Jerwood) / rare book (Laban) collection held in closed access. Candidates would include:

- particularly rare/limited editions e.g. out-of-print items with fewer than six copies listed on Library Hub Discover that aren't readily available on the second-hand market or – in the case of printed music – on IMSLP

- items with special markings e.g. annotations by composers/choreographers/conductors/ performers, signatures, dedications etc.
- unpublished, but not manuscript, material, e.g. composers' self-published scores, dye-line copies of autograph scores
- items with additional material enclosed e.g. a letter from the composer/author/choreographer/performer
- fragile items not suitable for repair and not easily replaced
- items more than ~100 years old

## 6.4 Weeding

Weeding of stock is part of the natural life-cycle of a library collection, ensuring holdings remain relevant and fit for purpose.

Weeding is to some extent inbuilt into some acquisition procedures (e.g. in purchasing new editions of books as described in section 5.8.2) but separately to this a more holistic weeding exercise will take place at minimum every 5 years, and in any intervening years where there are pressures on shelf capacity.

### 6.4.1 General considerations

#### 6.4.1.1 *Physical condition*

Items on the open shelves need to be sturdy enough to withstand repeated use, circulation and routine handling. Items in damaged condition can be considered for withdrawal, repair/binding or replacement.

#### 6.4.1.2 *Currency of information*

Items containing superseded information should generally be withdrawn, particularly in areas relating to science and medicine. However, secondary literature has the potential to become a primary source for historiographic work so consideration should be given to retaining titles in order to reflect the development of scholarship in a discipline.

#### 6.4.1.3 *Demand*

Often past circulation can be a good indicator of future circulation, though doesn't take into account changes in curricula or institutional research focus. In particular, certain composers can come in and out of fashion so a lack of past circulation of a piece of printed music doesn't mean that it won't be in demand in future.

#### 6.4.1.4 *Availability in electronic format*

Where the Library has secure ongoing access to an electronic version managed by a trusted platform and licensed in a way that meets demand, superfluous print copies may be withdrawn.

### 6.4.2 Books

#### 6.4.2.1 *First tier of weeding (one-off)*

Identify any superseded editions of books purchased before the procedures in section 5.8.2 were introduced and withdraw any that don't meet the criteria for retention.

#### 6.4.2.2 *Second tier of weeding*

Identify titles held in multiple copies that are not currently on any reading lists. Retain 1 copy, but withdraw any additional copies:

- a) where the title is also held as an ebook (any model)  
OR
- b) that were purchased more than 5 years ago and have not circulated in the last 3 years

#### 6.4.2.3 *Third tier of weeding*

Identify single-copy books that are not currently on any reading lists and:

- a) are also held as an ebook (on a credit or unlimited use model)  
OR
- b) were purchased more than 10 years ago and haven't circulated in the last 10 years.

Consider these case-by-case for possible withdrawal.

### 6.4.3 Journals

#### 6.4.3.1 *Where the Library has electronic access*

Physical copies of journals may be withdrawn when any of the following applies:

- the Library has a subscription to an individual electronic journal that includes post-cancellation access to the issues being considered for disposal
- the Library has a financially sustainable subscription to a journal database providing electronic access to the issues in question
- the publisher has chosen to make the issues available open access

#### 6.4.3.2 *Where the Library doesn't have electronic access*

Owing to space constraints it is not possible to keep all issues of physical journals in perpetuity. For each title a retention period is applied, which may range from three years to perpetual retention, taking into account factors such as:

- the frequency of publication
- the nature of the content
- whether the content is indexed in any databases
- availability in other London libraries

#### 6.4.3.3 *Cancellation of ejournals*

Electronic journal usage is continuously monitored and subscriptions may be discontinued where usage does not warrant the associated expenditure.

### 6.4.4 Audio and audiovisual materials

Physical materials exactly duplicated in Trinity Laban subscribed streamed subscription services may be withdrawn with the following exceptions:

- a) Materials with which Trinity Laban teaching staff are associated as creators or performers
- b) Materials staff require in physical format for the purposes of classroom teaching

### 6.4.5 Printed music

For the reasons set out in section 6.4.1.3 it will be rarer to completely withdraw printed music.

Where shelf-space is at a premium, multiple copies of rarely borrowed items may be moved to the closed-access "spares" sequence and retrieved on request.

Single copies of printed music will for the most part be retained on the open shelf.

#### 6.4.6 Disposal avenues

Withdrawn materials are removed from the catalogue and disposed of through library book sales, passing on to third-party companies that will sell items on the Library's behalf, donation to another library or charity shop. Any remaining once these options have been exhausted are recycled.

### 6.5 Stocktaking

A stocktake of a portion of the collection is undertaken annually, with the following objectives:

- To identify items that are missing
- To locate items which may have been mis-shelved
- To identify items requiring repair or replacement
- To correct any cataloguing errors including any mismatches between catalogue and location

### 6.6 Replacement of items

Candidates for replacement fall into a number of categories:

- Items that have been lost/damaged and paid for by a borrower
- Items missing from the shelves that have been sought and not found over a period of time
- Items that have been identified as missing as a result of a stocktake
- Items damaged as a result of general wear and tear

The Library will replace such items if they still meet the selection criteria and the level of use justifies replacement.

Items not normally replaced include titles already held in electronic format and books where it is known that a new edition of the title will be published in the near future.

### 6.7 Preservation

#### 6.7.1 Core collections

A small budget exists for the outsourced binding of printed music (Jerwood Library) and journals (Laban Library).

Factors considered in deciding whether or not to bind printed music include:

- the existence of one or more separate parts
- the likely level of use of the material
- the cost of the item in relation to the cost of the binding

Music and journals which aren't sent for binding are stored upright in strengthened magazine boxes on the shelves. Oversize scores are stored flat on the shelves, with particularly large items housed in a map cabinet.

Self-adhesive book covering film is applied to books and printed music to enhance durability.

Library stock subject to general wear and tear (loose pages, damaged bindings etc.) will be assessed and either treated to in-house remedial processes or replaced when either beyond repair or where the repair process would not be cost effective.

Priority is given to the re-binding or repair of titles that are out-of-print and where there is an expectation of continued use.

### 6.7.2 Special collections and archives

The Library has no dedicated budget specifically for the preservation of special collection materials, and restrictions inherent to the nature of the Trinity Laban estate are also a limiting factor. Within this context, the Library's priority is to put measures in place to slow down the rate of deterioration, rather than engaging in interventive conservation. Such measures include:

- monitoring temperature and humidity levels
- surface cleaning of items with conservation brushes
- cleaning of the shelves and storage areas
- removing corrosive materials (e.g. paperclips and staples) and replacing them with archival standard alternatives
- wrapping in acid-free tissue paper and/or boxing of items with "red rot" to protect neighbouring volumes
- using archival polythene pockets to protect individual documents and thinner publications
- the use of acid-free storage boxes and cotton tape for other vulnerable items e.g, those with loose boards. Custom-made boxes are used for particularly rare/vulnerable items or those with dimensions outside of the norm.

All library staff are trained in handling special collection material, and guidance is provided to visiting researchers within the visitors' conditions of use.

### 6.7.3 General

All library spaces are monitored for the presence of pests and a pest controller visits periodically to check the status of bait boxes.

## 6.8 Disaster management

The libraries each have an emergency plan providing procedures and guidelines to be followed in the event of an emergency, enabling staff to act swiftly to minimize damage to the Library's collections, spaces and services.

Trinity Laban is a priority user of Harwell Document Restoration Services.

## 7 Exploiting provision

No matter what strengths a library has in terms of collections and resources, this potential can only be described as latent if the library doesn't provide mechanisms for accessing these resources, and its users are not suitably equipped to exploit them.

### 7.1 Catalogues and discovery

The Library's holdings are searchable via a number of catalogues/interfaces

| Catalogue                               | Search Coverage                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jerwood Library Search                  | <ul style="list-style-type: none"> <li>Physical books, scores and AV comprising the Jerwood Library's core collection</li> <li>Ebooks, electronic scores</li> <li>Collection-level descriptions for Jerwood Library special collections, in some cases with linked handlists</li> <li>Some scores from special collections catalogued to item-level</li> <li>Incorporates online reading lists, including web-based material hosted on Diigo</li> </ul> |
| Laban Library Search                    | <ul style="list-style-type: none"> <li>Physical books and AV comprising the Laban Library's core collection and rare books collection</li> <li>Ebooks</li> <li>Trinity Laban M-level theses</li> <li>Incorporates online reading lists, including web-based material hosted on Diigo</li> </ul>                                                                                                                                                         |
| QuickSearch                             | <ul style="list-style-type: none"> <li>Everything covered in Jerwood Library Search and Laban Library Search</li> <li>Searches across the content of most Trinity Laban subscribed databases and open access content</li> </ul>                                                                                                                                                                                                                         |
| Journal Finder                          | <ul style="list-style-type: none"> <li>Lists journals Trinity Laban has access to (in print, through online subscription and open access), detailing the volumes available</li> </ul>                                                                                                                                                                                                                                                                   |
| The Archives Hub (Jerwood Library Page) | <ul style="list-style-type: none"> <li>Searches the Jerwood Library's special collections and archives. Mostly catalogued at collection level, with some at series or subseries level</li> </ul>                                                                                                                                                                                                                                                        |
| The Archives Hub (Laban Library Page)   | <ul style="list-style-type: none"> <li>Searches the Laban Library's archives, many of which are catalogued down to item level</li> </ul>                                                                                                                                                                                                                                                                                                                |

Additionally the Jerwood Library's holdings are contributed to the National Bibliographic Knowledgebase, making them searchable within Jisc's Library Hub Discover, which brings together the catalogues of major UK and Irish libraries.

## 7.2 Support, documentation and training

Trinity Laban staff and students are supported in making best use of library resources through a number of parallel methods, reflecting a variety of learning preferences.

Library staff assist users with research enquiries on a day-to-day basis. This can occur within designated drop-in sessions or scheduled one-to-one appointments with a Librarian.

All research degree students are allocated a designated liaison librarian to whom enquiries, specific training and resourcing needs are directed.

The library information pages on Moodle incorporate guidance on many topics including the use of specific catalogues and databases, finding full-text from references, accessing material outside of Trinity Laban and copyright. The guidance takes a variety of forms including documents, screencast videos and Moodle workbooks.

All students receive an initial library induction upon joining Trinity Laban, which is then followed up with structured library training embedded into the most appropriate modules. Each student will receive between one and four sessions across the course of their studies depending on their programme and chosen pathway. The training takes various forms including in-person onsite provision, synchronous online, hybrid, and asynchronous self-paced. Slides and recordings are made available on the relevant Moodle module page following each session.

Library inductions for new staff are offered several times per year and sessions specific to sharing resources with students run annually as part of staff induction week. A designated copyright guidance for staff page is maintained on Moodle, incorporating FAQs and video guides.

There is library representation on the majority of institutional committees, allowing for two-way communication in understanding the evolving needs of the conservatoire and promoting the support that the Library can provide.

## 8 Relationships with other organisations

Trinity Laban is a member of the Society of College, National and University Libraries (SCONUL) Access Scheme, which affords reciprocal access to libraries of other HEIs who have joined the scheme. Trinity Laban staff and students can register, allowing undergraduates to gain reference access to other libraries and staff and most postgraduate students borrowing privileges. Accordingly, staff and students of other member institutions benefit from use of Trinity Laban libraries under the same terms.

London-based music conservatoires who are not members of SCONUL Access will grant reference access to Trinity Laban staff and students by prior appointment where they hold material not held by the British Library or other London public libraries.

There is an in principle agreement among London-based conservatoire libraries that, should disaster befall any of our sites, the other libraries will offer assistance wherever possible.

## 9 Reviewing the policy

To ensure continued alignment with the wider aims and objectives of the Library, the policy will be reviewed in tandem with each new iteration of the Libraries Strategy, which will generally occur every five years.